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Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

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September 12, 2022

TO: Department Heads
FROM: Theodora K. Eaton, Town Clerk
SUBJECT: Fiscal Year 2021 Reports for the Town of Needham

Enclosed are the bound copies of Fiscal Year 2021 Annual Reports for the Town of Needham.

These reports include the following items:

Annual Town Report – 1711 – 2021

**Warrant for the State Primary
Tuesday, September 1, 2020**

**Warrant for the Special Town Meeting
Sunday, October 4, 2020**

**Warrant for the State Election
Tuesday November 3, 2020**

**Warrant for the Annual Town Election
Tuesday, April 13, 2021**

**Warrant for the Special Town Meeting
Saturday, May 1, 2021**

**Warrant for the Annual Town Meeting
Monday, May 3, 2021**

Town Clerks Records - Fiscal Year 2021

Please note that these are permanent records for your department. If you have no use for this record, please return.

Thank You!

ANNUAL REPORT TOWN OF NEEDHAM



1711



2021



100 Years of Memorial Park

Cover: Images:

Top: The Needham Merchants semi-pro football squad lined up on the football field at Memorial Park, - 1930s

Bottom: Volunteers razing Richwagen's Hill during the creation of Memorial Park—1921

Back Cover: July 4th, 2001, featuring a display of giant American Flags arranged by the Exchange Club

All photos courtesy of the Needham History Center & Museum. Many thanks to the Center and Museum's Executive Director, Gloria Greis, PhD for her ceaseless support and assistance in embedding the Town's history into our Annual Reports.

2021 Needham Annual Town Report

Dedicated to Maurice “Moe” Handel



Community – Mission – Service. These core values are at the foundation of Maurice “Moe” Handel’s ongoing career in public service.

Raised across the Town-line in the Newton village of Waban, Moe graduated from Newton High School before pursuing an undergraduate education at Pennsylvania Military College. In addition to a bachelor’s degree, he earned a commission as an officer in the United States Army. Following a tour of duty as an Intelligence Officer stationed on the West Germany – Czechoslovakia border, Moe returned to the United States where he pursued a master’s degree in regional planning from Cornell.

While at Cornell, he met and married Elizabeth Hurd, now Handel, a Gloucester native and Master of Fine Arts student in creative writing. After earning their degrees, the couple moved to Pittsburgh in 1969 where Moe began work in the planning field. While in Pittsburgh, he decided to change the direction of his career and enrolled in the Master of Public Health program at the University of Pittsburgh. After graduating, Moe embarked on a three-decade career in healthcare and hospital administration. His wife, Elizabeth also changed careers and became a physician while in Pittsburgh. In 1987, Moe and Elizabeth moved to Needham after he accepted a new role at Newton-Wellesley Hospital.

Moe has long been active in the community. He began his public career with an appointed role on the Downtown Design Partnership and eventual election to the Planning Board.

In addition to planning, Moe worked for the preservation of Needham’s historic structures. He was a driving force behind the preservation and relocation of the old School House to its current location at the Newman School, personally leading the caravan of vehicles transporting the building down Central Avenue.

His dedication to the Town’s history also served as a motivating force behind his decision to serve on the Select Board, after years of lobbying to refurbish Town Hall auditorium, and re-establish an indoor meeting space worthy of the community. While on the Board, he and his colleagues, alongside Town management, achieved the Town Hall renovation, inclusive of the beautifully restored public meeting hall now used for government meetings and community functions.

Following his service on the Select Board, Moe has remained active in civic life both in Town and in service of the Commonwealth. He serves as the Town’s appointee to the Metropolitan Area Planning Council and represents that body on the Executive Committee of the MWRA Advisory Committee. A current Town Meeting Member, Moe can be found encouraging former colleagues, neighbors, friends, and fellow residents to support the community they love through mission-centered public service. He has been an active member of the Needham Exchange Club for over 25 years, a longtime member of the Needham History Center and Museum, and has been a member the North Hill Board of Trustees since 2015.

TABLE OF CONTENTS	Page
Message from Select Board	1
Community Profile	2
GENERAL GOVERNMENT	
Town Clerk / Board of Registrars	3
Select Board / Town Manager	11
Commissioner of Trust Funds	15
Finance Department	17
Finance Committee	32
Legal Services	40
Moderator	41
Needham Contributory Retirement System	44
PLANNING & COMMUNITY DEVELOPMENT	
Conservation Commission	53
Council of Economic Advisors	57
Planning Board	59
Zoning Board of Appeals	71
PUBLIC SAFETY	
Building Department	75
Fire Department	77
Police Department	79
EDUCATION	
Minuteman High School	83
Needham Public Schools	86
HEALTH & HUMAN SERVICES	
Needham Aging Services Division	88
Needham Public Health Division	90
West Suburban Veterans' Services District	97
Youth Services	98
PUBLIC WORKS	
Department of Public Work	103
BUILDING DESIGN & CONSTRUCTION	

TABLE OF CONTENTS	Page
Building Design & Construction Department	108
COMMUNITY SERVICES	
Commission on Disabilities	120
Community Preservation Committee	123
Golf Club Advisory Committee	125
Human Rights Committee	127
Needham Historical Commission	128
Needham Free Public Library	139
Needham Housing Authority	144
Park and Recreation Commission	147
Traffic Management Advisory Committee	151
OTHER	
Norfolk County Registry of Deeds	153
Norfolk County Mosquito Control District	157
Town Officials	159
Town Meeting Members	176
Town Of Needham Retiree Information	199
In Memoriam	200
APPENDICES	
Pie Charts: Revenue Sources and Expenditure Categories	A-1
General Fund Balance Sheet	A-2
Total Government Funds – Combined Balance Sheet	A-3
Total Government Funds – Statement of Revenues, Expenses & Changes in Fund Balances	A-4
Enterprise Funds – Statement of Net Position	A-5
Enterprise Funds – Statement of Revenues, Expenses & Changes in Net Position	A-7
Enterprise Funds – Statement of Cash Flows	A-8
Trust Funds	A-11
General Fund – Statement of Budget Appropriations and Expenditures	A-14
Sewer Enterprise Fund – Statement of Budget Appropriations & Expenditures	A-20
Community Preservation Act Fund – Statement of Budget Appropriations & Expenditures	A-21
Tax Rate Recapitulation	A-22



A Message from the Select Board

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that had an impact on the operations of the Town in fiscal year 2021.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2023 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.needhamma.gov. The budget document contains an analysis of the Town's current financial condition and trends affecting municipal finance. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2023-2027 Capital Improvement Plan, a summary of which is included in the Proposed Budget for easy reference. The CIP contains valuable information about the capital projects that have been funded in the past four years and those proposed for fiscal year 2023 through 2027. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2023 – 2027 Capital Improvement Plan is also available on the Town's website. The warrant for the 2022 Annual Town Meeting is also available online. It provides interested residents with the items that will be debated at the Town Meeting. The warrant includes the Annual Report of the Finance Committee, as well as the Finance Committee's proposed budget for fiscal year 2023. The warrant also includes a summary table of the Town's current debt obligations.

The Select Board and Town Manager wish to thank the Town staff and the many residents, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well-managed, civic-minded community. At the end of this Annual Report you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Select Board can find information on current opportunities and the applicant interest form here: <https://needhamma.gov/1652/Volunteer-Opportunities>.



Name: Town of Needham

Incorporated: 1711

Total Area: 12.61

Elevation: The low elevation is 68 feet above sea level and the high is 298 feet above sea level.

Road Miles: 138

County: Norfolk

Population: 28,886 (2010 census)

Form of Government:
Representative Town Meeting

School Structure: K-12

FY2021 Tax Rate:

\$13.03 Residential

\$25.74 Commercial

FY2021 Average Single-Family Home Value: \$996,845

FY2021 Average Single Family Home Tax Bill: \$12,989

Coordinates:

42° 16' 52" N 71° 14' 11" W

Town Hall Address:
1471 Highland Avenue
Needham, MA 02492

Website: www.needhamma.gov

Facebook: Town of Needham

Twitter: @TownofNeedham

Instagram: Townofneedamma

Town of Needham Community Profile

The **Town of Needham** is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.



TOWN CLERK*Theodora K. Eaton, MMC, Town Clerk**Helen F. Atkinson, Assistant Town Clerk**Maria B. Papantonoiu, Department Sepcialist**Kevin T. Pendergast, Department Specialist**Joyce M. Carlezon, Pt.**Lorraine M. Lederhos, Pt.**Kalin Mitov, Pt.*

Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the public as well as local, state and federal governments. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Responsibilities include records management, registration and certification of vital statistics including birth, marriage, and death records, serving as Burial Agent, voter registration, dog licensing, renewal of the Storage of Flammables, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions and certification, and the most complex - those relating to Elections and Town Meeting. The Town Clerk is also the Chief Records Access Officer under the Public Records Law effective January 1, 2017. The State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials as well as all members of boards and committees, with an annual summary of the Conflict-of-Interest Law, instructions on how to complete the mandatory online ethics training requirements biannually, and dissemination of the Open Meeting Law. Part of this legislation, the revision of the Open Meeting Law, requires municipal clerks to post meeting notices and agendas of all committees and boards at least 48 hours prior to the meeting exclusive of Saturdays, Sundays, and holidays. This seemingly simple requirement can be quite time consuming in a community of over 32,000 residents!

The Town Clerk's Office is often considered the core of local government serving as the central information point for residents. The Town Clerk's Office serves as Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth.

The number of Town Meetings and elections varies from one fiscal year to the next, ranging from one Town Meeting and one Election (rarely only one) to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Select Board). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on the first Monday in May under the Town of Needham's Charter. Fiscal Year 2021 had three elections compared to two elections in Fiscal Year 2020 - the State Primary scheduled for Tuesday, September 1, 2020, the State Election scheduled for Tuesday, November 3, 2020, and the Annual Town Election scheduled for Tuesday, April 13, 2021. The Special Town Meeting scheduled for Saturday, May 1, 2021, and the Annual Town Meeting scheduled for Monday, May 3, 2021, were held again this year at the Memorial Park parking lot. With the COVID-19 pandemic still a major concern everywhere, the Legislature passed major election regulations prior to the State Primary and State Election including Early Voting in-person and by mail. The State Elections Division mailed Early Vote-By-Mail postcards to every voter in

Massachusetts. Needham mailed out approximately 15,000 Early Vote ballots for the State Election, conducted Early Voting in-person, counted additional ballots that arrived by mail after the close of polls on November 3 up until Friday, November 6, 2020, at 5:00 PM in a legally posted public meeting, and Needham was one of the communities selected by the State to hold a hand count of Precinct A in conjunction with revised election regulations. A fall Special Town Meeting was held on Monday October 4, 2020. The following is a comparison of the number of elections and town meetings in Fiscal Years 2020 and 2021:

Fiscal Year 2021

- State Primary - Tuesday, September 1, 2020
- Special Town Meeting – Sunday October 4, 2020
- State Election – Tuesday, November 3, 2020
- Annual Town Election – Tuesday, April 13, 2021
- Special Town Meeting – Saturday, May 1, 2021
- Annual Town Meeting – Monday, May 3, 2021

Fiscal Year 2020

- Special Town Meeting – Monday October 28, 2019
- Presidential Primary – Tuesday March 3, 2020
- Annual Town Election – Tuesday, May 26, 2020
- Annual Town Meeting – Monday, June 8, 2020
- Special Town Meeting – Monday, June 8, 2020

The State Primary of Tuesday, September 1, 2020, had a total vote cast of 11,545 or 48.70% of 23,686 Registered Voters consisting of 10,352 Democrats, 1,172 Republicans, 19 Libertarians, and 2 Green Rainbow. The Special Town Meeting of October 4, 2020, disposed of 17 articles in one session. The State Election of Tuesday, November 3, 2020, had a total vote cast of 20,263 or 84.48% of 23,892 Registered Voters (includes 1109 Inactive Voters). The Total vote cast included 16,307 Early and Absentee ballots, 3,762 precinct ballots and 155 UOCAVA ballots by voters living outside the United States. In addition to these totals are 54 ballots returned from November 3, 2020, to November 6, 2020, less 15 in the results of the hand count audit of Precinct A on November 10, 2020.

FY2021 HIGHLIGHTS

The COVID-19 pandemic continued into Fiscal Year 2021 with many challenges trying to meet the needs of our residents and prepare for the spring Annual Town Election and the coming 2020 fall State Primary and State Election. The State Elections division of the Secretary of the Commonwealth required Early Voting by mail and in person for the 2020 Presidential Primary and again for the fall State Elections. The Town Clerk's Office applied for and received several grants for the Early Voting.

The statewide vital records electronic birth program became a reality in 2011 and is working extremely well. The State Department of Vital Statistics continues to add birth records to the

system currently dating back to 1950's. With the new statewide electronic death module going 'live' as of September 1, 2014, the Board of Health turned over the designation of Burial Agent to the Town Clerk. While increasing the daily workload in the Town Clerk's Office, it made sense for one department to issue both burial permits and death certificates and has made the new electronic death system more efficient and effective. This has really modernized the vital records program statewide and is beneficial to all involved. We received funding from the Community Preservation Committee for the electronic marriage records which we hope to begin in the near future.

The Special Town Meeting of October 4, 2020, approved two Zoning By-Law amendments; the Special Town Meeting of May 1, 2021, approved one General By-Law amendment; and the Annual Town Meeting approved two zoning By-Law Amendments – Highway Commercial 1 Zoning District and Map change to Highway Commercial 1. Under Article 20 the Special Town Meeting approved the FY2022 Operating Budget in the amount of \$195,800,817. Total appropriations including the Fiscal Year 2021 Operating Budget approved at the Annual Town Meeting totaled **\$209,451,450**. The General and Zoning By-law amendments of all Town Meetings were subsequently approved by the Attorney General.

The following is a comparison of the Town of Needham's vital statistics compiled during the past six fiscal years.

Vital Statistics

	<u>FY2021</u>	<u>FY2020</u>	<u>FY2019</u>	<u>FY2018</u>	<u>FY2017</u>	<u>FY2016</u>
Births to Residents:						
7/1/20 - 12/31/20	126	144	122	133	125	140
1/1/21 - 6/30/21	<u>146</u>	<u>131</u>	<u>149</u>	<u>131</u>	<u>115</u>	<u>123</u>
Total Births:	272	275	271	264	240	263
Deaths: Residents						
7/1/20 - 12/31/20	113	111	122	112	125	124
1/1/21 - 6/30/21	<u>119</u>	<u>198</u>	<u>130</u>	<u>145</u>	<u>163</u>	<u>155</u>
Residents:	232	309	252	257	288	279
Deaths: Non-Residents						
7/1/20 - 12/31/20	126	105	154	148	152	141
1/1/21 - 6/30/21	<u>113</u>	<u>100</u>	<u>138</u>	<u>154</u>	154	<u>121</u>
Non-Residents:	239	205	292	302	306	262
Total Deaths:	471	600	457	549	590	585
Total Marriages:						
7/1/20 - 12/31/20	111	52	34	58	51	52
1/1/21 - 6/30/21	<u>45</u>	<u>54</u>	<u>29</u>	<u>22</u>	<u>43</u>	<u>17</u>
Total Marriages:	156	106	63	80	94	69

Dog Licenses Issued:

	FY21	FY20	FY19	FY18	FY17	FY16
* Male & Female Dogs @ \$25	315	199	221	193	171	205
* Spayed & Neutered Dogs @ \$20	2,766	2,504	984	2,710	2,842	3,062
* Kennels @ \$ 50	1	2	2	2	5	7
* Kennels @ \$ 75	2	2	2	2	3	2
* Kennels @ \$150.	0	0	1	1	0	1
Hearing Dogs - No Charge	0	0	0	0	0	0
Seeing Eye Dogs - No Charge	0	0	0	2	2	2
Transfers @ \$1.00	3	2	3	4	6	7
Prior Years' Licenses (77 @ \$20)	144	28	57	43	20	32
Prior Years' Licenses (3 @ \$25)	6	2	6	3	2	2
Prior Years' Licenses (0 @ \$10)	0	0	0	0	0	0
Replacement Licenses (16 @ \$1.00)	8	<u>16</u>	<u>17</u>	<u>26</u>	<u>22</u>	<u>27</u>

Total **3,245** **2,755** **3,293** **2,986** **3,073** **3,345**

* The Select Board voted to increase the dog license fees effective January 1, 2014. The new fee is reflected in all five fiscal years.

Fiscal Year Revenues Paid to Town Treasurer

Fiscal Year	2021	2020	2019	2018	2017
General Fees	93,933.05	102,239.99	119,895.75	115,000.70	127,835.10
Liquor Licenses	53,121.00	106,569.61	94,785.10	96,376.07	92,580.00
Other Licenses	24,842.50	19,554.00	25,917.00	27,654.00	24,612.00
Dog Licenses	65,756.00	55,933.00	66,915.00	60,390.00	62,068.00
Sub Total	\$237,652.55	\$284,296.60	\$307,512.85	\$299,431.77	\$307,095.10
Accrued Interest	0	0	0	0	\$968.32
Public Record Request	0	0	0	0	\$137.50
TOTAL	\$237,652.55	\$284,296.60	\$307,512.85	\$299,431.77	\$308,200.92

* Note: The reduction in revenues from FY2020 to FY2021 are a result of the Town Manager's Office taking over the Liquor and Other Licenses with a new permitting program.

Under normal circumstances, the Town Clerk's Office, which is oriented to serving the public, is open daily from 8:30 A.M. - 5:00 P.M. Monday through Friday and prior to the COVID-19 pandemic from 7:30 P.M. to 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. to 9:00 P.M. on the third Tuesday evening. With the onset of the COVID-19 pandemic, Town offices were closed to the public and eventually opened by appointment only. Please check with the Town Clerk's Office for any changes in special evening hours.

BOARD OF REGISTRARS

*Ann M. Cosgrove, Chair
Elizabeth Nicole Kaponya
Theodora K. Eaton*

PURPOSE

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Select Board for alternate three-year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The board must contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each. Registrar Barbara B. Doyle retired and the Select Board appointed a new Republican Registrar - Elizabeth Nicole Kaponya who quickly was put to the test with multiple elections and the pandemic.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents (the Annual Town Census), publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

On December 17, 2019 the Select Board voted to change the polling locations for the 2020 elections until further notice. On August 6, 2020 the Select Board voted to relocate Precincts E and H to the Needham Golf Club, 49 Green Street. The current polling places have been designated as follows:

Precinct A - Center at the Heights	Precinct F – Rosemary Recreation Complex
Precinct B - Center at the Heights	Precinct G – Rosemary Recreation Complex
Precinct C - Newman School - Gymnasium	Precinct H - Needham Golf Club, 49 Green Street
Precinct D - Newman School - Gymnasium	Precinct I - Town Hall – Powers Hall
Precinct E – Needham Golf Club, 49 Green Street	Precinct J - Town Hall – Powers Hall

FY2021 Highlights:

In Fiscal Year 2021 the Board of Registrars conducted three elections – the State Primary on Tuesday, September 1, 2020, the State Election on Tuesday, November 3, 2020, and the Annual Town Election scheduled for Tuesday, April 13, 2021. Voter turnout for the 2020 State Primary and State Election included absentee ballots, Early Vote in-person and by mail ballots, and UOCAVA ballots (emailed to voters living outside the United States).

The Annual Town Election had an extremely poor voter turnout due to this pandemic. As the saying goes.....Government starts at the local level and stronger voter participation is encouraged. Make your voices heard!

State Primary ~ Tuesday, Sept. 20, 2020 ~ 11,545 or 48.70% of 23,686 Registered Voters
State Election – Tuesday, Nov. 3, 2020 ~20,263 or 84.48% of 23,892 Registered Voters

**Annual Town Election ~ Tuesday, April 13, 2021 ~ 5,697 or 23.90% of 23,839
Registered Voters**

The Annual Town Listing of Residents was conducted by mail again this year. Only 55% returned the census forms over a four-month period during the COVID-19 pandemic. We reviewed the addresses that had not responded and sent out follow-up census forms. Once again, the Annual Census included a request for Veteran status. The dog license application was also included with instructions on how to license your dog on the new Online NextPet Registration program. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms. Hopefully the return will be even greater in 2022.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residency were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 23,022 plus 844 inactive voters. The 2020 population for the Town of Needham includes 32,328 residents plus 844 inactive voters for total of 33,172. The registered voters were comprised of 7,790 Democrats, 2,212 Republicans, 12,844 Unenrolled, and 176 miscellaneous political designations. The 844 inactive voters brought the total number of registered voters to 23,866.

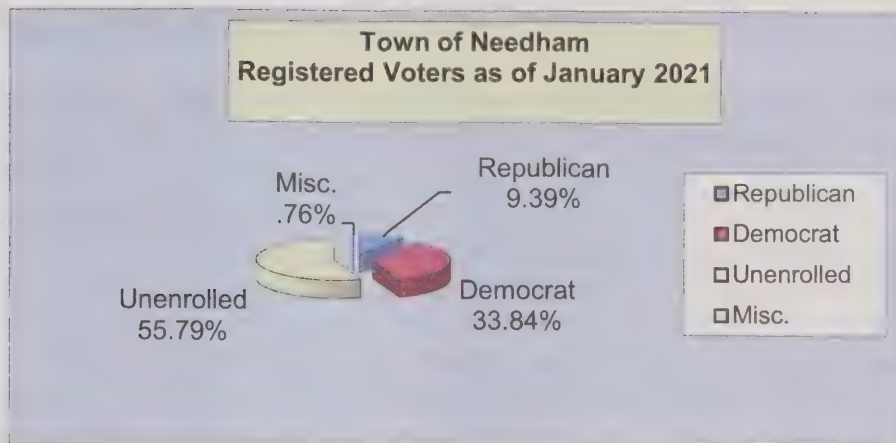
Annual Town Census Population

ALL	VOTERS + INACTIVE VOTERS	RESIDENTS	* ALL
1990	17,693	-----	28,568
1991	18,284	-----	28,470
1992	18,092	-----	28,134
1993	18,504	-----	28,074
1994	17,703	-----	28,384
1995	18,212	-----	28,740
1996	18,490	-----	29,156
1997	19,306	-----	29,340
1998	19,514	-----	29,925
ALL	VOTERS + INACTIVE VOTERS	RESIDENTS	* ALL

1999	18,237	1,159	28,630	29,789
2000	18,271	1,358	28,860	30,218
2001	18,741	1,111	29,019	30,130
2002	18,555	1,372	29,237	30,609
2003	18,593	900	29,376	30,276
2004	18,437	1,474	29,107	30,581
2005	18,712	994	28,996	29,990
2006	18,396	1,209	29,078	30,288
2007	18,642	1,043	29,414	30,457
2008	18,903	1,370	29,452	30,822
2009	19,463	934	29,973	30,907
2010	19,269	1,350	30,128	31,478
2011	18,802	1,320	29,636	30,956
2012	19,475	1,163	30,351	31,514
2013	20,340	579	30,720	31,299
2014	20,015	703	30,647	31,351
2015	20,008	933	30,513	31,446
2016	20,392	1,096	31,189	32,285
2017	20,939	900	32,333	33,233
2018	20,880	1,156	31,329	32,485
2019	21,493	1,196	31,599	32,795
2020	23,022	844	31,951	33,172
2021	23,919	1,163	31,736	32,899

* Includes Inactive Voters beginning in fiscal year 1999

The 2020 Federal Census was conducted beginning in April 2020. Once the 2020 Federal Census is completed, the Local Elections District Review Commission will approve the town's federal census numbers. It is interesting to note that the Federal Census counts students as living at their colleges and universities while the Town counts students as living at the home of their parents. This variation accounts for the difference in local and federal population totals. Subsequently, the Town's voters will be notified of their new polling locations and all Representative Town Meeting Members will run for election at the April 12, 2022 Annual Town Election. Those Town Meeting members who receive the top one-third votes received the three-year term. Those with the second one-third votes received the two-year term. And those with the last one-third votes received the one-year term.



SELECT BOARD / OFFICE OF THE TOWN MANAGER

Select Board

Matthew D. Borrelli, Chair, Marianne B. Cooley, Vice-Chair, Daniel P. Matthews, Clerk, Lakshmi Balachandra (elected 2021), Marcus Nelson (elected 2021), John A. Bulian, Chair (outgoing 2021), Maurice P. Handel (outgoing 2021)

Office of the Town Manager Staff

Kate Fitzpatrick, Town Manager, Katie King, Assistant Town Manager/Operations, Cyndi Roy Gonzalez, Public Information Officer, Amy Haelsen, Economic Development Manager (position moved to Office of the Town Manager 2020), Sandy Cincotta, Support Services Manager (outgoing 2021), Nikki Witham, Department Specialist (outgoing 2021), Kristin Scoble Department Specialist (hired 2021), Louise Kempt, Department Assistant

Human Resources Staff

Rachel Glisper, Director of Human Resources (outgoing 2021), Chuck Murphy Romboletti, Assistant Director of Human Resources, Sybil Moore, Benefits Administrator, Ellen Reulbach, Administrative Assistant

The Select Board consists of five individuals elected for staggered three-year terms and serves as one part of the Executive Branch of government of the Town, which it shares with other elected and appointed boards. The Select Board customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board's meetings are scheduled around the annual municipal election. Meetings during FY2021 began at 6:00 p.m. at Town Hall and via Zoom due to the COVID-19 pandemic and as authorized by an emergency order enacted by the Governor. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town's official web site www.needhamma.gov.

The Select Board appoints a Town Manager, who, along with the Assistant Town Manager/Operations, is responsible for the administration of the day-to-day operation of the Town. The Director of Human Resources provides personnel and benefit management assistance to all Town Departments, Boards and Committees. The Assistant Town Manager/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

FY2021 in Review

Select Board Organization

In April 2021, Lakshmi Balachandra and Marcus Nelson were elected to three-year terms on the Select Board. Following the annual Town election, the Board re-organized with Matthew Borrelli as Chair, Marianne Cooley as Vice Chair, and Lakshmi Balachandra as Clerk.

Progress Toward Board Goals for the Community

The Select Board annually reviews its goals and objectives for the year. Progress toward community goals in FY2021 included the following:

- **Temporary Goal – Manage the Town’s Response to the COVID-19 Pandemic**

Town staff continued working hand in hand with Federal, State, and local partners, as well as with Town departments (most notably Health and Human Services and Needham Public Schools) to coordinate the Town’s actions related to COVID-19. Town Meetings were moved to outdoor venues, board and committee meetings moved to virtual settings, economic development programs such as outdoor dining programs were established and implemented, and temporary staff were onboarded to facilitate the testing and vaccination of Needham residents.

- **Foster a productive dialogue about racism in Needham and produce actionable strategies to ensure Needham is a welcoming and inclusive community, and that all residents of Needham are safe and free from racism, discrimination, and hate**

The Town established the Needham United Against Racism Initiative (NUARI) Working Group which developed and charted the path for implementation of focus areas to advance racial equity to include board and commissions, community interactions, policing, schools, and staff.

- **Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.**

The Select Board identified the Ridge Hill buildings demolition, a DPW facility on Dedham Avenue, the greater Ridge Hill/Nike site, and progress on the two ongoing public safety building projects as priorities for funding and monitoring.

- **Expand energy efficient and environmental y sound operations for the Town and its residents and businesses**

The Board continued initiatives to both put in place a broader climate resiliency effort and to study solar opportunities for parking lot structures. Further, the Board re-embarked on a study with Needham Public Schools regarding the potential for organics recycling that was stalled by COVID-19.

Future Initiatives

The Board began studying initiatives to include the creation of a Town street naming policy, review of snow removal processes in business districts, options for a public/private partnership ice rink, alternative transit options in Needham, and the potential for information kiosks in Needham Center.

The Board also identified the following Guiding Principles:

- Targeted options for property acquisition will be explored.
- The Town will work to develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- Appropriate coordination of all the major road projects affecting the Town is a priority.
- Town policies and regulations will be reviewed and updated on a periodic basis.

- The Town will prioritize the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction.
- Opportunities to install community art will be explored.
- The Town should be an age friendly community.
- The number of pedestrian accidents is concerning and should be addressed.
- The Town will conduct a Capital Facility Summit on a biennial basis.
- Emergency preparation and planning is a high priority.
- Opportunities for departmental consolidation and efficiency improvement will be identified and implemented.
- Opportunities to enhance communication with the public will always be considered.
- Opportunities to collaborate on additional programs and services that will benefit Needham's veterans will be explored and implemented.
- Opportunities for streamlining the permitting process will be explored and implemented.
- Opportunities to expand the distribution of notices of public hearing will be explored and implemented.
- Opportunities to address trash concerns Town-wide will be explored and implemented.
- The Town will work to keep the pools at Rosemary Recreation Complex open from Memorial Day to Labor Day.
- The Board will continue to review the policy implication of the allocation of liquor licenses.

Statistics

	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14
Number of Licenses Issued	119	143	179	174	190	155	156	169
All Alcohol	20	19	19	20	19	16	16	15
Club	3	3	3	3	3	3	3	3
Wine & Malt	1	1	1	1	2	2	2	3
Package Stores	7	6	6	6	5	5	5	5
Carry in Special Permit	1	1	1	1	1	1	1	1
Class I	2	2	2	2	2	2	2	2
Class II	6	7	8	6	5	5	5	5
Common Victuallers	55	57	58	56	59	55	56	56
Innkeeper	2	2	2	2	2	2	2	2
Lodging	2	2	2	2	2	2	2	2
Sunday Entertainment	4	6	7	5	6	5	3	5
Weekday Entertainment	5	10	11	8	9	7	5	4
Bowling Alley	1	0*	1	1	1	1	1	1
Livery	0	0*	3	2	2	2	2	2
Pool Table	1	0*	1	1	1	1	1	1
Sale of Second Hand Goods	5	0*	8	8	8	9	8	10
Special Permit (24 hour food service)	1	0*	1	1	1	1	1	1
Mobile Food Trucks	0	0*	8	10	1	2	2	N/A
One-Day Special Liquor Permit Issued	3	27	37	39	61	34	39	51
* = Spring Licenses were extended past June 30, 2020 due to COVID-19. Mobile Food Truck program suspended due to COVID-19)								

2021 Needham Annual Report

Activity	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14
Number of ATM Articles	8	33	52	53	65	52	50	46
Number of STM Articles	62	10	21	27	24	27	16	26
Number of SB Meetings	38	36	40	39	38	31	31	34
Number of New Appointments Processed	19	12	53	37	37	13	22	37
Number of Reappointments Processed	145	18	32	48	50	46	35	63
Number of Grant of Location Public Hearings	11	28	17	35	24	23	23	26
Number of Liquor Related Public Hearings	6	45	13	16	10	7	7	6
Number of Other Public Hearings Conducted	10	10	15	28	14	13	13	13
Number of Block Parties Granted	5	48	51	57	57	60	50	51
Number of Road Events Granted	6	14	13	13	17	7	16	19

Passports	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14
Number of Passports Accepted	116	176	237	239	228	205	247	194
Revenue - Execution Charges	\$4,060	\$6,160	\$8,295	\$6,535	\$5,700	\$5,125	\$6,175	\$4,850

Powers Hall Usage	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14
Total # Meetings/Events	5	83	92	123	107	95	65	104
Municipal Events	5	57	72	108	90	83	49	85
Public Events	0	16	20	15	17	12	16	19
Fees	\$0	\$4,917	\$9,032	\$11,286	\$9,179	\$7,871	\$11,814	\$11,224

*Powers Hall closed for events from March 2020 through June 2021

COMMISSIONERS OF TRUST FUNDS

Daniel Burns, Vice-Chairman (appointed to serve until April 2023)

Joseph P. Scalia, Chairman (elected to serve April 2019 to April 2022)

Heydon Traub, Secretary (elected to serve April 2021 to April 2024)

Our mission as Commissioners of Trust Funds (COTF) is twofold: 1) prudent investment of Needham's various Trust Funds, using a long-term horizon, and 2) prudent disbursement of Trust Funds in a manner consistent with the donor's wishes. Our third goal is to increase the number of assets we oversee, and to prudently grow those assets.

The Commissioners review the investment policy annually. This review resulted in the Needham COTF formally updating our investment policy for Trust Funds in 2009, 2011, and 2020, specifying a percentage target range of asset allocation among various asset classes. This policy delineates our target asset allocation among various asset classes. Trust Funds are pooled for investment purposes, (yet accounted for separately), which allows for a reduction of management fees and a broadly diversified portfolio, including Fixed Income investments, and Domestic and International Equity securities.

The COTF currently has oversight of 84 trusts. About 60% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About 19% of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 21% of trusts are for a wide variety of purposes, such as Parks and Recreation, the Council on Aging, Domestic Violence Prevention, the Community Revitalization Trust, Drug and Alcohol Abuse Prevention, and others.

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years from a total of \$3.8 million at the end of fiscal year 2011, to about \$9.1 million at the end of Fiscal Year 2021.

In complying with the various trust agreements we emulate a time honored practice used by Foundations and Endowments, to disburse about 4% of a Trust's balance each year, irrespective of the earnings in the prior year. With the goal of realizing a return from our Trust's diversified portfolio in the 5%-7% range per annum over a market cycle, we thus expect the value of the Trusts to grow slightly and preserve the inflation-adjusted value of the Trusts for future generations. This fiscally disciplined approach allows a more predictable annual stream of disbursements, rather than relying on the rate of return in any one particular year, and has been well received by the beneficiaries of the Trusts.

Our third goal is to increase the visibility of the Town Trust Funds. Contributions to existing trusts are always welcome, and a new trust to benefit some aspect of town life can be established for as little as \$5,000. The Trust Fund Commissioners continue to seek contributions and bequests from civic minded citizens with a desire to improve our community for present and future generations. We are eager to assist in the establishment of additional trusts, and will work with town residents, estate planners and attorneys to establish a Trust for any worthy civic purpose. A trust is a wonderful way to commemorate an individual, a special event, or to support a designated Town purpose.

We also believe that the Trust Funds' investment strategy could be beneficial to other Needham organizations. For example, funds raised and held in low interest bank accounts, by private and non-profit town groups and organizations, with the approval of Town Meeting, could be moved to the Needham Trust Funds roster and thus take advantage of the lower management fees and investment diversification that the larger pool of assets allows. Please contact the Commissioners or the Town Treasurer's office if you or your organization would like further information about the Town Trusts. Your contributions are tax deductible.

DEPARTMENT OF FINANCE

David Davison, Assistant Town Manager/Director of Finance; Zhiwen Fung, Administrative Analyst **Accounting:** *Michelle Vaillancourt, Town Accountant; Therese Holt, Assistant Town Accountant; Terry Caruso, Payroll Coordinator; Lisa McDonough, Administrative Analyst; Nikki Witham, Administrative Specialist (accounts payable); Assessing:* *Hoyt B. Davis, Jr. Director of Assessing; Nancy Martin, Assistant Director of Assessing; Marie Northup, Field Assessor; Karen Rogers, Finance Assistant;* **Information Technology Center:** *Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; Matthew Tocchio, Network Manager; Terry Wolfson, Applications Administrator; vacant, Technology Support Technician; vacant, Computer Operator;* **Office of the Parking Clerk:** *John Kraemer, Parking Clerk;* **Procurement:** *Tatiana Swanson, Finance and Procurement Coordinator;* **Treasurer/Collector:** *Evelyn Poness, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer/Collector; Kristin Bent, Office Assistant; Vicki Cyriac, Finance Assistant; Jill Seaman, Finance Assistant; vacant, Office Assistant.*

DEPARTMENT DESCRIPTION

The Department of Finance includes the operations of the Assistant Town Manager/Director of Finance, Accounting, Assessing, Information Technology, Parking Clerk, Procurement, and the Treasurer/Collector. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Select Board, Finance Committee, and other interested parties on the Town's financial condition. Services provided include, but are not limited to: preparation of the five-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees Town compliance with the Uniform Procurement Act, and hears appeals on and enforces the collection of parking fines. The Department also provides and supports system-wide applications and the Town's computer network. The Information Technology Center (ITC) also supports and hosts a number of specific software applications for various functions of municipal government.

The Department is responsible for complying with myriad municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day-to-day management of the Town's finances including the \$190 million general fund budget, \$20 million in special revenue, \$13 million in enterprise funds (water and wastewater), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes payroll including all monthly, quarterly, and annual reports for Town and School employees. On a weekly basis, the Department processes hundreds of invoices for payment to vendors, and for services and supplies procured by Town departments.

PERSONNEL CHANGES

Fiscal year 2021 was a time of change in the Finance Department. Undoubtedly the COVID-19 Pandemic may have contributed as employees reassessed their personal and work lives and consequently the Finance Department saw several employees leave for retirement, family, a

different career, or a promotional opportunity. In August 2020, Carol Gordon-Johnson who was the Administrative Specialist in the accounting division left for opportunities outside of the Town. Nikki Witham, who worked in the Office of the Town Manager, transferred to the position in accounting in February 2021. Lisa McDonough's work assignments in the accounting office increased as did the complexity of the tasks she became responsible which led to a reclassification of her position to an Administrative Analyst effective in November 2020. James McMorrow, a Department Assistant 1 who worked for both the Treasury and Assessing divisions retired from service in June 2021. In May 2021, Steve Freeman, a longtime employee of the Information Technology Center, who was the Computer Operator for the Town for more than 37 years, retired. The ITC also saw the departure of James Donovan, the Technology Support Technician who left the Town's employ in June 2021 for a new opportunity in another community. Both positions in ITC were vacant at the end of the fiscal year. John Kraemer, a retired Police Lieutenant from the Needham Police Department accepted the part-time position of Parking Clerk in November 2020. He replaced Paul Sammarco who served as the Town's Parking Clerk for several years after he had retired from the Needham Police Department. Tatiana Swanson, who was the Finance and Procurement Coordinator hired to directly assist the Assistant Town Manager/Director of Finance, was notified that she was selected to become the Town's new Assistant Director of Human Resources starting in fiscal year 2022. Lastly, Hoyt Davis, the Town's Director of Assessing announced that he would be retiring from the position soon after the start of the new fiscal year. Mr. Davis had worked for the Town's assessing division since 1992, and was the head of the division since 2004. We welcome John Kraemer and Nikki Witham to the Finance Department, congratulate Lisa McDonough and Tatiana Swanson on their promotions, and wish Hoyt "Chip" Davis, James Donovan, Steve Freeman, Carol Gordon-Johnson, James "Gordon" McMorrow, and Paul Sammarco well with their future endeavors.

FISCAL YEAR 2021 HIGHLIGHTS

The Town's Human Resources Department hired a consulting firm which conducted an analysis of the Town's compensation and classification plan for many positions. The project took a few years to complete. The study recommended and the Town implemented a plan that will consolidate some job titles, change some position titles, update job descriptions, and use an evaluation matrix to classify positions based on several criteria, such as experience, skills, education, scope of responsibility, complexity of the work, and health and safety conditions. This resulted with several changes which took effect on July 1, 2021. Position titles in the Finance Department such as Department Specialists, Department Assistant 2, Department Assistant 1 have been updated to Finance Assistant and Office Assistant. The position of Finance and Procurement Coordinator will be retitled as a Procurement Officer, and the responsibilities will be updated with greater emphasis on public purchasing.

The COVID-19 Pandemic negatively impacted fiscal year 2021 revenues, but the combination of proactive steps taken by the Town to reduce expenses, lowering local receipt estimates, and securing Federal and State funds to help defray many of the costs incurred due to the COVID-19 response and for the temporary changes in the method of delivering certain services resulted in a better financial picture than would have otherwise been possible. The cost of providing basic services increased, due to difficulties in hiring personnel, both by the Town and businesses, supply chain

interruptions, reduced manufacturing, and longer wait times for the delivery of goods and materials used in the repair, maintenance and construction of public facilities, public works, and utilities. During fiscal year 2021, the Town realized revenue in excess of budget of \$3.9 million and realized budget returns of \$6.2 million. General Fund revenue in excess of budget was comparable to the fiscal year 2020 results. The \$6.2 million budget return was lower than the fiscal year 2020 return of approximately \$7.6 million. The revenue surplus was attributable adjustments the made to the revenue estimates in recognition that COVID-19 restrictions and business closures would likely result in lower receipts in several key categories. The actual local receipts in several categories for the year were lower than the prior year. The budget return, although a lower percentage of budget return than fiscal year 2020, was a higher percentage of return than some recent years because some larger than usual budget return was reflective of the steps the Town took to reduce spending in anticipation of declining revenue because of COVID-19. The Town suspended or deferred some contracted work, implemented restrictions on personnel utilization, and a slow down on hiring for vacant positions all contributed to the higher turnback.

Motor vehicle excise tax revenue was down 9.7% from prior year's actual receipts (\$5,129,306 for fiscal year 2021 vs \$5,679,213 for fiscal year 2020) and was lower than the actual receipts for fiscal year 2019 (\$6,138,951) and for fiscal year 2018 (\$5,910,555). The margin between budgeted and actual revenue was at the lowest spread in many years. The actual receipts for fiscal year 2021 were \$0.13 million over budget, which compares to \$0.48 million for fiscal year 2020. The fiscal year 2019 spread was \$1.24 million and \$1.16 million for fiscal year 2018.

Revenue generated from other taxes, penalties, and payments in lieu of tax (PILOT) was approximately \$0.54 million over the budget for fiscal year 2021 which compares to \$0.34 million over the budget for fiscal year 2020. The higher surplus over budget for fiscal year 2021 was not due to more income, but rather a much lower budget target as local receipt estimates were adjusted downward because of the retraction in the economy because of COVID-19. Comparing the actual revenue from those sources for fiscal year 2021 to fiscal year 2020 shows an overall decline in receipts of \$768,565 (\$1,282,028 for fiscal year 2021 compared to \$2,050,593 for fiscal year 2020).

Revenue from licenses and permits declined approximately 13.2%. The total permit income for fiscal year 2021 was \$2,068,299 compared to \$2,381,660 for fiscal year 2020 and \$2,590,858 for fiscal year 2019.

Overall total actual General Fund revenue for fiscal year 2021 (\$189,851,379) was \$10,395,622 more than the total for fiscal year 2020 (\$179,455,757). The increase was due to the growth in property taxes with \$11.31 million more in fiscal year 2021. The increase resulted from the high New Growth tax revenue, and a higher amount of excluded debt which was added to the tax levy, for projects previously approved by the voters of Needham. The total General Fund revenue surplus for fiscal year 2021 was \$3,862,816 which was slightly less (\$30,089) than the \$3,892,905 surplus for fiscal year 2020. The combination of motor vehicle excise revenue permit and license revenue, and other local tax receipts contributed approximately 24.3% of the total General Fund surplus for fiscal year 2021, down from the 32.6% that these sources comprised in fiscal year 2020.

The General Fund appropriated operating budget, excluding county and state assessments and other amounts to be provided, accounts for most of the expenditures, returned \$6,199,880 or approximately 3.3% of the operating budget appropriation; the return for fiscal year 2020 was \$7,634,782 or approximately 4.3% of the appropriation for that year. The budgetary reserve fund (reserve fund) returned \$1,685,981 which represents 27.2% of the total General Fund operating budget return for fiscal year 2021 and was the highest dollar amount returned. The reserve fund budget amount returned was less than fiscal year 2020 reserve fund budget return (\$1,851,500), which was 24.3% of the total return in that year. The \$1,685,981 return of the reserve fund budget represents approximately 81% of the original voted reserve fund budget of \$2,077,091. There were three draws on the reserve fund during fiscal year 2021. The first was \$12,614 to contribute to the COVID-19 expenses that the Minutemen Regional School incurred. The second transfer request that was approved was \$2,389 for property and casualty insurance expenses that came in over budget for the fiscal year. The third was the transfer to cover snow and ice removal expenses above the base budget. The base budget for snow and ice removal was \$424,604 which required a \$376,107 transfer from the budgetary reserve fund to cover the total expense of \$800,711. The Town usually incurs expenses for snow and ice removal that exceed the annual budgeted amount, and the overage is covered by a transfer from the reserve fund.

The second highest dollar turnback was from the Needham Public Schools in the amount of \$1,084,860, which compares to the \$455,091 return for fiscal year 2020. The appropriated school budget for fiscal year 2021 was \$80,735,089. The budget return represents just 1.3% of the budget, but accounts for 17.5% of the total General Fund budget return. The School Department received several grants from the State to alleviate COVID-19 related expenses being incurred by the district as it had to conduct remote learning for many of the students during the entire school year. Those funds from the State, plus some lower operating expenses such as school transportation and school food services which were not utilized as much because many students stayed at home, and hence did not need those services, resulted in the higher turnback.

The Police Department had the third highest budget turnback returning \$790,732 or 10.2% of its budget which compares to \$471,630 or 6.6% of its fiscal year 2020 budget. Approximately 88% of the return (\$699,514) was from salary and wages. The department has been experiencing an ongoing higher vacancy rate as positions have been turning over more often during the last few years, and a backlog in the hiring process, which was only more difficult to navigate with COVID-19 restrictions, has made it difficult to keep all the positions filled for the entire year. The operating expense line returned \$70,091 of which most was attributed to lower fuel expenses during the fiscal year as energy prices, especially gasoline, were much lower due to the slowdown in the economy and less travel in general by the public which lowered the demand for fuel. The balance (\$21,127) was from the operating capital appropriation budget. The cost for replacement vehicles was less than the estimates provided a year earlier. The department budget turnback represented approximately 12.8% of the total General Fund budget return.

The Needham Electric, Light & Gas Program expense line turnback \$391,816 or 10% of the fiscal year 2021 budget. This compares to the \$659,653 (17.6%) turnback from the fiscal year 2020 budget. Energy use in the public buildings was higher, which was in part due to measures taken by the Building Maintenance division to increase the flow of air through the buildings, especially the

school buildings, to reduce the presence of the COVID-19 virus. However, the Town realized significant energy use reduction with the streetlights because of the changeover to LED lighting the Town had initiated. This resulted in electric cost savings which represents approximately 25% of the total return. Overall, the \$391,816 budget return represents 6.3% of the total General Fund budget return and was the fourth highest dollar return.

The fifth highest budget dollar return came from the library, with a return of \$214,143 or 10.6% of the fiscal year 2021 budget. The salary and wage expense line returned \$208,934 or approximately 98% of the total return. The high return was due to restrictions on use of the library that were in place for all the fiscal year. Patrons were able to reserve and pickup books and materials from the library at the curb but could not enter the facility. The hours of operations were also reduced for the year. Consequently, the need for part-time and temporary employees was less, so the wage expense was lower for the year.

The other 17 departmental budgets returned in total \$1,107,277 or 2.9% of their combined amended budgets for the year. The Townwide expense budgets (excluding the budgetary reserve fund and electric, light & gas program) returned a combined \$925,072 or approximately 1.7% of their related total amended budgets, which compares to the same budgets last year returning \$1,697,307 or approximately 3.3% of their related total amended budgets.

The State certified \$16,665,406 available as Free Cash for fiscal year 2021 of which the Town appropriated \$11,526,630.28 of that amount during the May 1, 2021 Special Town Meeting. Free Cash is essentially the portion of the unassigned General Fund balance that the Massachusetts Department of Revenue will allow the Town to appropriate. The Town appropriated \$3,527,570 of Free Cash to the fiscal year 2022 operating budget.

The Town allocated \$6,246,653 of the Free Cash for capital equipment and projects. The Free Cash appropriated for capital included \$2,639,000 for public roads and related infrastructure improvements, \$480,000 for the site improvements at the Town's Recycling and Transfer Station property, \$213,100 for improvements to the Broadmeadow School technology room, \$125,000 for preliminary work to improve the water quality at Walker Pond, and \$16,000 to fund designs to improve the heating system at the former Hillside School building. A total of \$454,000 of Free Cash was appropriated to fund a portion of three projects that were primarily funded by CPA funds, redesign of the Town Common, designs for the renovation of McCloud Field, and sediment removal from the abandoned Town reservoir water body. Free Cash was also used to fund capital equipment which included \$1,135,084 in core fleet and special equipment, \$565,914 in cash capital equipment, furnishings and technology for the Needham Public Schools, \$316,055 for fire personnel self-contained breathing apparatus and personal protective wear gear, police mobile devices, and the purchase of monitor/defibrillators. \$60,000 was appropriated for an assessment of the auditorium theatrical sound and lighting systems at some of the school buildings. \$56,000 will be used for the purchase and installation of an electronic permanent message board, and \$86,500 was directed to other General Fund cash capital investments in equipment and technology for Town departments. The balance of the Free Cash for capital of \$100,000 was appropriated for energy efficiency upgrades and improvements in the various municipal and school buildings.

The Town appropriated \$1,000,000 of Free Cash for its ongoing public facilities maintenance program and \$150,000 for fleet refurbishment so that the Town can extend the life of vehicles and specialty equipment that otherwise would need to be replaced. The Town appropriated Free Cash to fund various studies and outside consultants which includes \$75,000 for services for the Town's network and internet control systems, \$60,000 for the Planning and Community Development Department, \$50,000 for professional consulting services for the Town's Public Health Department for health-related studies, and \$30,000 to cover the technical and professional services costs to decommission the Rosemary Dam. The Town also appropriated \$50,000 to fund a grant program for low-cost repair projects that would allow citizens to continue living in their homes. Town Meeting also approved payment of an unpaid bill from a prior fiscal year which \$407.28 of Free Cash was used.

Free Cash was also used to fund the Town's workers' compensation reserve pool in the amount of \$337,000. The \$5,138,775.72 balance of Free Cash was allowed to roll over to the next fiscal year.

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2021 reports:

1. Chart of Actual Expenditure (Uses) and Actual Revenue (Sources)
2. General Fund Balance Sheet
3. Total Governmental Funds Combined Balance Sheet
4. Total Governmental Funds Revenues, Expenditures, and Changes in Fund Balances
5. Statement of Net Position for Sewer and Water Enterprise Funds
6. Statement of Revenues, Expenses and Changes in Net Position for Sewer and Water Enterprise Funds
7. Statement of Cash Flows for Sewer and Water Enterprise Funds
8. Reconciliation of Operating Income to Net Cash Provided by Operating Activities for Sewer and Water Enterprise Funds
9. Schedule of Trust Funds
10. Statement of Budget Appropriations and Expenditures
 - a. General Fund
 - b. Sewer Enterprise Fund
 - c. Water Enterprise Fund
 - d. Community Preservation Administrative Budget
11. Tax Rate Recapitulation as Approved by the Department of Revenue for Fiscal Year 2021

Below are the individual statements by the different divisions within the Finance Department. Finally, if you have any questions or concerns, please do not hesitate to make contact. Members of the Department of Finance strive to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties. You may also find more financial information from the Town's web page www.needhamma.gov/finance.

Accounting Office

The primary responsibilities of the accounting office are to manage the Town's accounting records to ensure conformity with Generally Accepted Accounting Principles (GAAP), following the Uniform Massachusetts Accounting System (UMAS) and to issue accurate and timely reports that comply with State laws and regulations. The accounting office is responsible for posting all revenue received to the General Ledger and performing outside departmental audits and reconciliations needed for the annual independent audit. The office staff processes the weekly warrant to pay employees and vendors. The staff also prepares and files the quarterly tax return filing of withholdings (Form 941), annual W-2 and 1099 tax statements to employees and vendors, balance sheet and filing for Free Cash certification, and revenue and expenditure reports to the Department of Revenue. All those reports have stringent deadlines.

The office staff processed a total of 54,737 paychecks/direct deposits during fiscal year 2021 which compares to the 56,931 processed during fiscal year 2020. The staff reviewed and processed 29,122 invoices from vendors for payment, 784 expense reimbursements, and 279 contracts which compares respectively for fiscal year 2020 of 31,465 invoices, 1,091 reimbursements, and 319 contracts. The office also reviewed and processed 2,399 encumbrance requests plus an additional 749 revision requests during the fiscal year which compared to 2,401 and 1,208 respectively during fiscal year 2020. The declines in number of transactions were attributable to COVID-19. The Needham Public School Department was operating primarily remote and school instruction was remote for most all students during the year. During fiscal year 2021 the number of school purchase orders decreased by 950 from fiscal year 2020. This had a rippling effect on the number of invoices processed. The number of paychecks and expense reimbursements declined because the COVID-19 restrictions resulted in fewer activities during the summer months. The restrictions put into effect reduced the number of individuals hired for summer programs and activities. Also, because the School Department did not have in-person learning for most of the school year, the number school related activities that may have necessitated expense reimbursements did not happen.

Encumbrances	FY2019	FY2020	FY2021
Building Department	10	10	6
Building Design and Construction Department	139	139	60
Commission on Disabilities	2	2	-
Department of Public Works	1,233	1,091	1,260
Finance Committee	3	2	3
Finance Department	241	227	186
Fire Department	120	121	113
Health and Human Services	228	286	249
Historical Commission	-	1	-
Memorial Park	1	-	1
Municipal Parking Program	15	14	15
Other Functions	50	31	19
Park & Recreation Department	141	124	117
Planning and Community Development	29	34	24
Police Department	156	135	149
Public Library	89	77	86
Town Clerk & Board of Registrars	28	31	35
Town Counsel	11	7	8
Town Manager	69	69	68
Total	2,565	2,401	2,399

Assessing Office

The office is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial, and personal property is maintained and updated on an ongoing basis. Upon the completion of the Annual and Special Town Meetings, and receipt of warrants from the county and the state funding requirements, the financial information is processed in preparation for the setting of the tax rate by the Select Board and the Board of Assessors at the annual tax classification public hearing. The office staff also reviews and commits thousands of auto excise bills in addition to processing applications for excise and real estate property tax abatements, statutory exemption requests, and daily information requests from internal and external sources.

The commercial sales market was basically dormant throughout the pandemic as evidenced by the minimal number of sales that took place. The residential side of the ledger was dramatically different in calendar year 2021, however. The number of sales jumped nearly 20% over the prior year, while the sales prices increased by nearly 10% for the third consecutive year. In prior years, a sale price of \$2,000,000 would cause a ripple throughout the office. In 2021, there were several weeks where they outnumbered the \$1,000,000 sales. Sales of less than seven-figures are almost invariably land or condominium sales to this point in the year.

We continued with aspects of the COVID-19 strategy developed previously for gathering sales information, since onsite visiting opportunities were still somewhat limited. The accuracy of our data on properties that changed hands in 2020 is essential to the statistical analysis that needs to be

submitted to the Department of Revenue annually. The staff, both on site and working remotely, used publicly available information, in addition to close scrutiny of building permits records, to account for improvements that might warrant an increase or decrease in the current assessed value as it relates to the 2020 sale price.

The office's collection of building permit information for the calculation of the very important New Growth number for the Department of Revenue, while still somewhat COVID-19 limited by the inability to conduct as many, in person, onsite inspections as we would have liked, went very well. The expanded use of the vendor we engaged last year to carry out "no touch" measurements of New Construction and Addition projects, was enhanced significantly over last year. Previously, the vendor had collected the data and turned it over to our staff for entry into the Tyler IAS CAMA system. To their credit, at no extra expense to the Town, the vendor refined their ability to enter a large portion of the collected data directly into our system. This allowed our staff to concentrate on collecting detailed interior listing information through some onsite inspections. Where interior inspections were not practical, the Building Department's vastly improved Open.Gov website was able to provide far more detailed information on the interior makeup of projects in progress than the Govern system previously employed.

The effects of the pandemic semi-shutdown on some commercial properties appears not to have been overly severe at least as far as calendar year 2020 was concerned. Some property owners did report "COVID Concessions" in their annual Income and Expense filings, but most reported rent collections that were in line with the leases that they had in place. Whether some tenants will suffer long term downturns that will cause them to be unable to meet their obligations to the landlords going forward remains to be seen. The possibility also remains that tenants may require less office space after seeing the practicality of a semi-remote workforce going forward.

Information Technology Center (ITC)

The division includes the Director, a Network Manager who coordinates network engineering, security, and appliance support across multiple buildings and departments, including Public Safety, often times requiring 24x7 support; an Applications Administrator who supports enterprise applications, such as the General Ledger, the Town's web site, and online permitting, as well as assisting departments in selection and implementation of departmental applications both on-premises and as services, along with support and training both for individuals and groups for the desktop business applications. This position, in conjunction with the Technology Support Technician position, allows for a more effective response to user requests for computer and peripheral assistance. The Technology Support Technician position is also responsible for the day-to-day support and distribution of desktop, laptops, network and desktop peripherals, and cell phones. The Technology Support Technician is also involved in helping with some elements of desktop security and VPN support. The Geographic Information Systems (GIS) Administrator continues to work with multiple departments assisting in analytical and mapping projects as well as preparing infrastructure updates, flight imagery, geospatial data collection, and support of online GIS presence. Lastly, the division also includes a Computer Operator who functions primarily in support of the Treasurer and Accounting offices assisting with Revenue and Payroll processes.

During the year the ITC continued its support of technology hardware, software, services, and systems for the Town Departments which includes public safety departments. Year over year there has been continued growth in the number of Information Technology Users (ITU) throughout the Town which increases the daily demand for services from the ITC staff. This growth has put continued pressure on the ITC because though the number of ITUs and Town buildings supported by the ITC, which has stayed with the same level of FTEs. Additional staffing as mentioned previously should help with supporting the demands across the different Town Buildings. There are currently twelve staffed Town buildings. As in previous year some growth includes the desire by departments for a greater mobile presence for workers out in the field as well as 24x7 access to Town systems, applications, and networks. Aside from public safety personnel using mobile devices in their vehicles, departments like the Public Works water, sewer, and drains and building maintenance divisions have procured software in fiscal year 2021 to build out into fiscal year 2022 asset and inventory management. A continued driver of remote user support throughout fiscal year 2020 was the COVID-19 crisis. Because of this, the ITC had to maintain a more robust online presence so that departments could continue to support the Town's needs. Finding and deploying hardware was a constant struggle and ensuring the security of hardware and access to the Town's network became a priority.

A project that involved the Network Manager was developing more robust levels of security around the Town's network. With more and more malware events occurring across the Commonwealth and the country it became important to develop systems of protection. The most basic level of protection is employee training which happened with support from the Executive Office of Technology Services and Security (EOTSS) through their Cybersecurity Awareness Grant Program. This involved four assignments with multiple modules that were to be completed by the staff as well as four rounds of phishing email challenges. These challenges tempted the employees to open and click links which when clicked brought the employee to a web site letting them know they had been involved in a phishing email challenge. The ITC also initiated and began the implementation of a multi-layered system of security. This consists of layers comprising cloud based, appliance based, and software-based security with eventual use of two-factor authentication and network monitoring. The department also generates multiple snap shots of data throughout the day and stores these snap shots both locally and remotely. The last level of security has been the ongoing removal of Microsoft Windows 7 operating system desktops and laptops, scheduled to last through fiscal year 2021, and which involves the Technology Support Technician. This has taken longer than hoped because of working the removal and replacement process within the daily work requests.

The largest growth of ITUs in fiscal year 2021 has been the addition of Fire Department personnel in the new Fire Station 1 of the Public Safety Building as well as Fire Station 2. In the old Fire Stations, there was limited use of technology but with the coordination of the Fire Chief the access to technology by the Fire Department has become universal. Other systems based on older technology within the Fire Department that had been maintained by Fire staff, such as alarms and bells as well as dispatch communication, are now on technology requiring switches and IP addressing. This requires more of the Network Manager's time to maintain. This has put added stress on the department's Network Manager who is often contacted after hours and on weekends when there are issues with these systems. The new Fire Stations are substantially larger than the previous buildings and have required additional time and energy to maintain. Also, during fiscal

year 2021 the Network Manager was involved in the design and implementation of technology during the construction phase of the Police Department. This involved daily meetings with project managers, construction managers, and vendors.

Continuing from the previous fiscal year was the increased usage of the online permitting application Viewpoint Cloud. Initially kicked off in March of 2020, the available permits have grown from a handful of the most used permits to forty. The Applications Administrator has worked and developed online permits not only for the Building Department but also the Department of Public Works, the Health Department, and the Town Manager's Office. At the end of fiscal year 2021, the Applications Administrator began working with the Planning and Community Development Office planning the steps they need to have for online permitting. Since its inception, over 7300 online permits have been completed with almost 3700 currently active. The Application Administrator has also worked with the Department of Public Works on database development for a time clock system as well as continued support of the Town's Employee Portal and other desktop office applications. The GIS Administrator has been working with multiple divisions within the Department of Public Works developing and working with third parties using the Town's GIS data. During fiscal year 2021 the GIS Administrator spent a significant amount of time coordinating assessing data between the Massachusetts Department of Revenue, MassIT, and Tyler Technologies. This effort has helped all these entities as well as the GIS Administrator ensure that assessing data is accurately used for multiple purposes. Some of these include 911 accuracy which is directly tied to 911 grant monies from the State and distributed to the Police Department and abutters lists that are run through the Massachusetts Department of Revenue supported Tyler Technology's online assessing application iAS.

ITC staff continues to be involved in department software demonstrations and assessments, desktop and laptop upgrades and refreshes, and Windows 10 OS upgrades. During the fiscal year the staff has been involved in multiple projects of all types and sizes both internal within the department and as requested by other departments.

Parking Clerk

The on-street and municipal parking lots within the Town are administered through several different Town departments. The Police Department conducts enforcement activities in response to the needs of the community. The Highway Department performs installation of signs and meters and repairs and maintains equipment and parking lots. Within the Treasurer/Collector's office, the Finance Department is responsible for the collection of fines and penalties and the resolution of parking appeals through the office of the Parking Clerk.

The office of the Parking Clerk holds office hours to hear appeals. Requests for appeals are accepted in person, by mail and online. Ongoing contact is maintained between all Town departments involved in parking activities, and a fair and impartial process for investigating and resolving disputes is in place. Inspections of existing parking meters are conducted and meters needing repair are reported to the Department of Public Works Highway Division which responds with the necessary repairs.

The past year was quieter than recent years, with the COVID-19 related restrictions and social distancing practices, many businesses and offices had reduced hours of operation or were closed to the public entirely. Parking enforcement was scaled back for most of the fiscal year because of health safety concerns for the parking enforcement personnel and the demand for parking was limited. Enforcement of handicapped and safety violations (e.g., parking in front of a fire hydrant or on a cross walk) did continue through the year. The office also had a change in the Parking Clerk. Paul Sammarco, after several years of service, opted to retire from the position. Paul agreed and helped with the transition issues that were complicated due to COVID-19.

	FY2020	FY2021
Parking Tickets	8,596	1,457
Appeals	751	225

Procurement

The procurement division oversees the purchase of materials, supplies, and services by Town Departments to ensure compliance with state laws and local regulations. Towards this end, the division strives to safeguard taxpayer dollars by obtaining the most advantageous value and promoting a fair competitive process that is transparent and open. The division reviews purchase order requests to ensure the required documentation is provided. Procurement provides guidance and training in matters related to procurement compliance. For procurements that necessitate the use of a sealed bid process, the department is involved with all aspects of the solicitation, from specification drafting and legal advertising, to bid evaluation and contract execution to ensure a successful completion. The division prepares service agreements for departments without dedicated personnel for procurement and reviews and executes agreements submitted by other the departments.

Activity	FY2019	FY2020	FY2021
Purchase Orders Reviewed	2,382	2,166	2,230
Contracts Drafted	74	85	292
Contracts Reviewed	341	308	352

The increase in the number of contracts drafted during Fiscal Year 2021 was not due to increased contracting activity, but rather the Finance Department has been directly assisting Town departments in selecting the proper contract type and sending them to vendors for execution.

The Finance and Procurement coordinator assisted the Town Manager and Assistant Town Manager/Director of Finance with the preparation of the Town's Fiscal Year 2021 annual operating budget and five-year capital improvement plan. The Finance and Procurement coordinator also serves as the general insurance liaison for risk management administration. Together with the

appointed risk management committee, trainings are promoted and advertised, professional development and operational improvements to promote loss prevention and risk mitigation are offered. The successful completion of these activities resulted in discounts totaling \$23,223 in the Town's insurance premium through the insurance rewards program.

Treasurer/Collector

The Treasurer/Collector bills and collects all real estate and personal property taxes, water and sewer use charges, and many other departmental receivables, such as fire and police details and transfer station fees. Therefore, it is incumbent upon the Treasurer/Collector to make sure all billing is done timely and accurately. The office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making. The safety of Town funds is of utmost importance. Sufficient balances must be maintained to ensure the timely paying of all expenditures including payroll, accounts payable and debt service. Balances in excess of expenditures must be invested in a prudent manner in accordance with state statutes. Due to the volatility in the open market even the most conservative investments have limited options.

Fiscal Year 2021 started out with a "soft opening" of the Town Hall. With limited access to in person inquiries, telephone calls increased dramatically. The staff continued to meet the service needs of the public. Transitioning back similar to the way things were before was welcome to some and disappointing to others. One staff person was allowed to come in and individual taxpayers had to schedule an appointment. We continued to encourage residents to take advantage of the drop box in front of Town Hall, mail their payments or pay their water and sewer and excise bills online. Technology provided residents and taxpayers a way to communicate with office staff. The office eventually became fully staffed, although several employees continued to work from home. Everyone became proficient with Zoom, which became the preferred meeting format. Direct interaction with the public was discouraged. COVID-19 protocols became the law of the land. During this entire time the Treasurer/Collector's office kept the bills going out and revenue coming in.

During Fiscal Year 2021, the Treasurer/Collector office issued, 41,545 Real Estate bills including approximately 250 demand bills, 2,429 Personal Property Tax bills, 28,921 Motor Vehicle Excise Tax bills and in conjunctions with the Water and Sewer Department issued 44,079 Water and Sewer bills.

Real Estate Tax Collections	\$161.2 million
Motor Vehicle & Other Excise	\$ 5.1 million
Personal Property Tax Collection	\$ 7.8 million
CPA Surcharges	\$ 2.8 million
Other Billed Revenue	\$ 1.1 million
Ambulance Receipts	\$ 1.1 million

During Fiscal Year 2021 the Treasurer assisted the Building Department and other departments with the implementation of the new online permitting software which allows those seeking permits for various purposes can obtain these permits via the Town's website. This will be expanded to include the Planning and Development Department.

The Treasurer assisted with implementation of new software, PC Scale, for the Recycling and Transfer Station (RTS) which allows for a more efficient collection and billing system at the RTS and the Treasurer's office.

The Treasurer assisted with the implementation of new registration software, MyRec at the Park and Recreation department. This will be also utilized by the Aging Services and the Youth and Family Services

The Treasurer also worked with the Health Department to make available online access to donate to various gift funds such as the Gift of Warmth and the Domestic Action Fund.

The Town established the Elderly and Disabled Taxation Fund at the November 12, 2003, Special Town Meeting, authorized under Chapter 166 of the Acts of 1998. This allows the Tax Collector to include an insert with the bills so residents and taxpayers may make voluntary contributions to the fund. The awards from the fund are overseen by a five-member Elderly and Disabled Taxation Aid Committee. The committee consists of the Town Treasurer, a representative for the Board of Assessors, and three citizens appointed by the Select Board. To date, the Committee has awarded 551 grants for a total of \$235,650. In fiscal year 2021, donations to the fund were \$21,225. The Town also established a local match program, the Property Tax Assistance fund, approved at the 2009 Annual Town Meeting, to which funds are appropriated by Town Meeting for the purpose of providing additional tax assistance and to encourage donations to the Elderly and Disabled Taxation Fund. This program is administered by a similarly structured committee. Since its inception the Property Tax Assistance committee has awarded 288 grants for a total of \$276,671.

Both the Taxation Fund and the Property Tax Assistance Fund application and award process were impacted by the pandemic. Residents were still hesitant to submit applications, the Center at the Heights remained closed and was only able to provide limited assistance. This prevented some from applying even though we offered as much help as possible over the phone.

The Town also offers a Property Tax work off program whereby a resident can work for the Town, and the compensation earned is applied as a credit to their real estate taxes up to \$1,000, depending on the number of hours worked. Although the pandemic limited the availability of hours volunteers did assist with the delivery of fruits and vegetables to seniors. At the 2014 Annual Town Meeting the body voted to establish the Veteran's Property Tax Program which will be similar to the Property Tax Work off program but is for eligible veterans.

The new Assessing software was totally implemented and was used to value all properties in the creation of the fiscal year 2021 real and personal property tax bills. All real estate and personal property tax bills are based on the value of the property as determined by the Board of Assessors and certified by the Department of Revenue. Therefore, the new software needs to integrate with the Town's billing and collections software.

The impact of the pandemic had a lingering effect in every area of the Treasurer's Department from interest rates to the ability to borrow. In fiscal year 2021, General Fund interest decreased from

\$864,163 received during fiscal year 2020 to \$228,969 during fiscal year 2021. The Federal Reserve maintained the Federal Funds rate to virtually zero which greatly impacted all interest rates. The safety of Town funds is of utmost importance. To further protect public funds, the Town continues to require that Town deposits are collateralized, if the funds are not covered by insurance. Leaving nothing to chance and to protect the town funds even further, the Town placed certain accounts in a “credit only” (incoming funds only) status. This provides an additional layer of protection against fraudulent transactions. To protect against bank failures, rating agency reports are regularly reviewed and, although collateralization is required for funds held in any one financial institution for more than 30 days, funds that are held by institutions with less favorable ratings are monitored more carefully. Funds must be available to meet all expenditures including payroll and debt service which dictates the amount of cash that must remain available on a weekly basis. Town funds are invested wisely and within the mandates of state statute.

The Treasurer’s office works with a third-party provider to offer electronic payment options to the Town’s vendors. The goal is to eliminate the many expense checks processed and sent to vendors. This has cut down on the printing, mailing, and stuffing of many expense checks. Once it is fully marketed, it will reduce the postage costs associated with the mailing and the staff time involved with these processes. With less staff working in the office this has provided a definite benefit due to the reduced number of checks that need to be processed.

In 2014, the Town received approval from the State Retirees Benefits Trust fund (SRBT) to invest the Other Post-Employment Benefits (OPEB) funds through them with the Pension Reserves Investment Trust (PRIT). Participation in this pooled investment resulted in a return of 11.5% for fiscal year 2021.

During fiscal year 2021, the Treasurer issued Bond Anticipation Notes for \$3,530,485 and \$21,000,000 in bonds which included a premium of \$2,488,930.50. Due to a change in legislation, premiums may now be used to offset actual project costs in addition to costs associated with the issuance of debt. Because of this change, we were able to use \$1,583,000 of the premium to reduce the amount of principal borrowed. This not only reduced the amount that is borrowed, but also reduced the amount of debt service to be paid on exempt debt by Needham Taxpayers. We also refunded \$5,455,000 of several bond issues from 2006, 2008 and 2009 debt issues of which we were able to utilize \$669,039 from the premium received on that transaction. The balance of the premium was used to pay debt issuance costs.

The Treasurer/Collector will be involved in the selection of new a new billing and collections software. All billed receipts once received, reviewed, and reconciled as well as non-billed revenue such as state aid, grants and miscellaneous fines and fees are turned over to the Treasurer. These receipts must be tracked and accounted for and each taxpayer’s account whether real estate tax, water and sewer usage charges, motor vehicle excise, general billing or personal property tax must be updated and maintained. The new software must be able to accommodate all of the Town’s needs.

FINANCE COMMITTEE

Members

Carol Smith-Fachetti, Chair, Joshua Levy, Vice Chair, Richard Lunetta, Louise Miller, Barry Coffman, Garrett Parker, John Connelly, Richard Reilly, Tom Jacob, James Healy

Staff

Louise Mizgerd, Analyst

Mission

Under the Needham By-Laws, the Finance Committee has two primary charges. The Finance Committee is responsible for recommending a balanced budget for the following fiscal year to Town Meeting for its consideration and vote. Of equal significance, the Finance Committee makes recommendations to Town Meeting on capital requests and any issues with financial implications through open discussion and reliance on policies and principles of sound fiscal management. The Committee is mandated by state law to “consider any and all municipal questions for the purpose of making requests or recommendations to the town.” Massachusetts General Laws, Chapter 39, Section 16.

The Finance Committee works cooperatively with the Town Manager, School Superintendent and School Committee each year to recommend a balanced budget to Town Meeting that meets the changing needs of the Town while being fiscally prudent. In order to fulfill its duties of presenting a balanced budget and making capital spending recommendations to Town Meeting, the Finance Committee asks detailed questions of department managers and town administrators. Because requested expenditures often exceed projected revenue, these questions are not only worthwhile but essential to developing a balanced budget. The process includes meetings, site visits, research, and analysis by the Finance Committee on behalf of Town Meeting members and the citizens they represent. The Finance Committee strives to ensure that Needham is financially secure, and that the Town can maintain its infrastructure and preserve the essential services which benefit its residents.

FY2021 Highlights

COVID-19: Much of the focus of fiscal year 2021 was dominated by the COVID-19 pandemic. Impressively, the Town continued to offer most services, and staff adjusted by working remotely or in shifts or finding other ways to get work done safely. While many Town buildings were closed and much staff was working remotely, the Town provided all significant services, particularly Public Safety, Public Works, and Schools, including those that require in-person activities. Buildings that continued to be occupied needed upgraded ventilation and enhanced surface cleaning. Town staff was very creative at finding ways to provide services safely or to pivot to providing different services to help people get the information and services they needed during the crisis. The Finance Committee kept in close contact with Town and School administrators to make sure that there were the necessary funds to keep the Town safe and functional. All Town departments were able to live within their FY21 budgets by holding back on spending and hiring as much as possible, and using those savings along with grant funding for any new or unexpected expenses.

Capital Projects

- **Public Safety Project:** The Finance Committee continued to review the budget as the construction of Fire Station 1 and the Police headquarters proceeded. Fire Station 2 was scheduled for demolition in the 2020. Fire Station 1 was anticipated for move-in during the summer of 2020.
- **Boston Children's' Zoning (Fall STM):** The Finance Committee gave careful consideration to the proposed new medical facility to confirm it would not place an unreasonable burden on Town infrastructure and that the new use would be fiscally beneficial of the Town.
- **Emery Grover Building:** The Finance Committee reviewed the feasibility report and the options for renovating or replacing the Emery Grover Building which currently houses School Administration. The Finance Committee advocated for careful consideration of lower cost alternatives including moving School Administration to other Town-owned locations or long-term leasing.
- **Parcel Acquisition:** The Finance Committee analyzed the possible property acquisition being considered by the Select Board as a strategic purchase. Although it was a unique opportunity, the Finance Committee posited that the cost was too high to justify the purchase absent a more clear and present need.
- **School Facilities Master Plan:** The Finance Committee discussed the findings of the report and the options. The Finance Committee recommended full consideration of the needs balanced against the costs, and the effects that timing would have on the costs of each project as well as the related costs. Delaying projects could increase costs due to inflation and further maintenance costs, but may also provide savings or additional opportunities for outside funding. Also, the Finance Committee felt it was important to consider financing School facilities projects within the context of a Town-wide financing plan.
- **Zoning:** The Finance Committee spent considerable time reviewing proposed zoning changes in the Highway/Commercial 1 district, and the related fiscal impact analysis and traffic report. Although the analyses were updated, due to the unusual circumstances of the ongoing global pandemic, new traffic data could not be obtained, and the fiscal impacts were difficult to ascertain. Thus, the Finance Committee felt it did not have significant information to offer a substantive recommendation to Town Meeting.

Operating Budget Recommendation for FY2022

The Finance Committee has the responsibility of developing an annual operating budget for the following year to be recommended to Town Meeting. The Finance Committee began its work on the FY 2022 budget in late 2019. The budget process took place with the same timelines and in the midst of the global pandemic,

Revenue

Although the COVID-19 pandemic had significant implications on the ways the Town provided services, the Town continued to perform its core services throughout fiscal year 2021. Town staff was creative about redirecting resources and applying grant funds to keep as closely to the budget as possible. The Finance Committee's budget recommendation took into consideration the Town's various functions, and was based on expectations of how operations would be continuing in fiscal year 2022 and beyond. Some aspects would be "normal" and some changed. The Town's initial revenue projections for FY 2022, which served as the basis for creating the FY 2022 spending plan, included modest increases over adjusted FY 2021 amounts. More than 80% of the Town's revenue is from property taxes, and includes the tax base from the prior year, and the new growth, as well as funds to be collected for excluded debt. Needham's property tax revenue is generally strong and reliable, and provides the Town more protection than if it were more heavily reliant on other revenue sources. The projected local receipts were projected to decrease in FY 2022 due to the fact that most sources, including hotel and meals taxes, and license and permit fees, were projected to be either flat or decreasing due to the expected rate of local economic activity and also to be intentionally conservative and protect against unexpected fluctuations in revenue. The Town also relied on conservative estimates for state aid, including a large decrease in unrestricted general government aid (UGGA) since it was based on preliminary estimates from the state and the state budget was far from being finalized. School aid, a significant source of state aid, was projected to remain flat. These estimates are adjusted as there is a better understanding of how the actual numbers will play out. For FY 2022 expenses, the plan was to reduce reliance on reserves if revenue was adjusted upward. The Finance Committee continued to move cautiously during the FY 2022 budget process, as the COVID-19 pandemic remained a serious concern.

Budget Process

The Finance Committee continued its typical schedule of starting the budget process in December 2020, when it began review of the spending requests submitted by each Town department as well as the School Superintendent's budget request. Each board or committee with a separate budget also submitted a spending request.

The Finance Committee held hearings in December 2020, as well as January and February 2021 to review the budget request of each Town department, board, and committee. As every year, in preparation of a budget recommendation for FY 2022, the Finance Committee:

- Carefully reviewed every spending request on its own merit and with regard to the impact of each request on resident services and the Town's infrastructure;
- met with the Town Manager, department managers, the Superintendent of Schools and School Committee members, school administrators, and leaders of other committees and boards to discuss operational and capital needs;
- held budget hearings with each department; and
- deliberated each request in depth.

The Finance Committee's goals and philosophy in reaching a balanced budget recommendation were to:

- maintain essential services currently provided to citizens and other user groups;
- sustain commitment to infrastructure spending;
- preserve and strengthen financial security;
- encourage long-term planning;
- evaluate requests for new or additional services and expenditures; and
- avoid undue tax burden on residents.

The Finance Committee continued to stress the importance of restraining any increases in staffing levels. Once a position is included in the operating budget, it tends to be included yearly thereafter.

The Finance Committee received the Town Manager's executive budget and revenue estimates released on January 26, 2021. As mandated by law, the Town Manager's executive budget included a bottom line recommendation for the School Department's FY2022 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee in late January.

The Finance Committee found that the department managers' FY 2022 spending requests overall were carefully considered and conscious of the need for fiscal discipline. The Finance Committee requires careful vetting of new positions or programs before recommending that they be funded in the annual operating budget.

FY2022 Operating Budget Highlights

The Finance Committee developed the FY 2022 budget during the period of December 2020 through February 2021 and voted its final recommendation on March 3, 2021. This was accomplished during a global pandemic that affected almost everything in our lives. The Finance Committee's recommended budget for FY 2022 was fiscally sound and provided funding to maintain level services in most areas of the budget and also allowed for carefully planned and vetted expanded programs and services. Due to significant grant funding, the operating budget did not need to include much funding for short-term needs relating to the pandemic. To the extent departments found new ways to provide services that were anticipated to continue, the budget included such changes. The discussion below describes the Finance Committee's considerations during the budget process.

Townwide Expenses

Townwide Expenses, which are the costs incurred by the Town or spread across a number of departments, increased modestly in the FY 2022 budget. The largest component of the increase was in Retirement Assessments, which funds the Town's pension plans. Other notable increases were in the Casualty, Liability and Property and Self-Insurance line due to the increase in premiums as well as the number of buildings insured, and in the Classification, Performance and Settlements

(which funds salary increases during the fiscal year) due to the number of collective bargaining agreements that did not have settled agreements. That line funds salary increases during the fiscal year.

Department Budgets

The budgets for various departmental budgets typically increase each year to accommodate modest cost-of-living salary adjustments and to cover inflation in operating expenses. The largest increases typically occur where there are added staff positions or new expenses. There were five unions without bargaining agreements for FY 2022, so the operating budget did not include cost-of-living increases in the salaries for positions covered by those unions, through step increases and longevity pay was included. The funding for any potential increases was included in Townwide Expenses, as discussed above. Anticipated expenses for temporary Covid-related needs were segregated from the operating budget to be funded from other sources. The notable increases in the FY 2022 municipal department budgets were primarily attributable to increasing technology-related costs, and requested staffing increases. On the expense side, technology costs continued to increase due to higher costs of annual software licenses. The Finance Committee carefully reviews each request for additional staff, and encourages efficiencies where possible.

The Finance Committee recommended funding the Public Information Officer position for two years through a warrant article rather than the operating budget in order to have a chance to assess the need for the position outside of the context the pandemic. The Finance Committee recognized the need, but also recommended funding contracted Clinical Health services in the Police Department through a warrant article in order to provide an opportunity to evaluation if the contracted service is the best approach. The FY 2022 recommended budget reduced the staffing in the Building Design and Construction department by 2 positions as the workload declines. One of the positions was reassigned to DPW because of the changing workload and the other position anticipated a retirement after the first quarter of FY 2022. A new cooperative program was also funded to provide experience and training to students in vocational schools, which is anticipated to help recruit early-career trades people. The Finance Committee did not recommend funding a requested new Fleet parts manager position because there was not sufficient justification. The Finance Committee deferred funding of a requested reference librarian who would also focus on communications issues. The Library was anticipating a leadership change in FY 2022, and was transitioning some services in the wake of the pandemic. The Finance Committee's recommended budget did provide funding for staff positions for the Rosemary Pool to meet safety standards and manage increasing demand at the facility. . The Finance Committee is mindful that any increases in staffing affect not only salary costs, but also benefits and retirement costs.

Public Education

- **Minuteman Regional Vocational Technical School:** The Minuteman School assessment is based on expected enrollment and the Town's portion of capital costs. The FY 2022 increased due to an increase in enrollment, which is based on a rolling average, and higher costs related to the Minuteman District's capital building project.

- Needham Public Schools:** The School Department budget makes up over 63% of the FY 2022 operating budget for the Town. Per state law, the Finance Committee recommends only a bottom line amount for the budget. However, Finance Committee liaisons meet regularly with the School Administration and School Committee budget liaisons during the development of the budget to provide feedback. The Finance Committee recommended fully funding the Superintendent's and the School Committee's requested budget for FY 2022. The budget included increases due to contractual salary increases, higher projected enrollment, and increased need for student support services, including special education. It is notable that although enrollment projections were higher than for FY 2021, enrollment decreased significantly during the first year of the COVID-19 pandemic, and was not expected to reach pre-pandemic levels in FY 2022. There was a projected increase in the need for student support services and special education in the wake of the pandemic, requiring an increase of 4.8 FTEs and additional out-of-district tuition funding in the FY 2022 budget. The Finance Committee will continue to carefully review the proposed new programs and the enrollment projections, but encourages that future budget increases should aim to be within the Town's rate of revenue growth.

COVID-19 has had a substantial effect on the School Department's operations. The Schools were required to provide equipment and implement safety precautions in order to be able to run in order to run remote learning academy, support hybrid learners and provide a safe environment for in-person classes. There were significant additional costs that had been addressed through federal aid. The FY 2022 budget was based on "normal" conditions, though the School Department did develop a projection of additional \$3.2 million of funding that would be needed if the same restrictions were implemented. Those funds were not included in the FY 2022 operating budget. The Finance Committee has been continually worked with the School Department and School Committee, as well as the Town Manager and Select Board to see that funds were provided to provide the best known safety measures in the Schools, and so that learning opportunities could be maximized, without undue financial burden on the School budget.

Cash Capital Spending Recommendations for FY 2022

The Finance Committee received the Town's Capital Improvement Plan for FY 2022 – FY 2026 released in early January 2021. The Town's annual capital spending is funded predominantly from three distinct fiscal sources: free cash, debt within the tax levy, and excluded debt. Both debt within the levy and excluded debt are paid according to the debt schedules, and thus predictable for the following year. Free cash is a source of funds generated from unused funds such as unspent appropriations or higher-than-projected revenue in a prior year, and thus fluctuates. Based on initial estimates, the Town's planned to allocate \$12.5 million from free cash for FY 2022 cash capital needs. The General Fund cash capital warrant article for FY 2022 accounted for approximately \$4 million of free cash and covered various annual or one-time expenses including the fleet replacement program, School technology, furniture replacement, property improvements at the RTS, repurposing space for a classroom at Broadmeadow, and public safety equipment. Two projects from this article, for a feasibility study at Pollard and the demolition of buildings at Ridge Hill, amounting to over \$900K, were deferred at the urging of the Finance Committee until the needs and amounts could be further considered. Free Cash was also used to fund financial

warrant articles for various programs including the public facilities maintenance program, public health consulting, and the property tax assistance and small repair grant programs. Other expenses funded with free cash include the funding the NPDES pollution control requirements and fleet refurbishment.

Future Opportunities and Challenges

The Finance Committee continues to monitor the Town's budget and finances in order to gain an understanding of the long-term effects of the pandemic. There have been substantial amounts of aid provided through various federal programs, including the CARES Act, and ARPA (American Rescue Plan Act) that have helped the Town to continue to provide the high level of services expected from our citizens and to maintain and even improve our facilities. We will need to keep an eye on the long term effects of the pandemic on revenue. Fortunately, the Town relies most heavily on property taxes, which have remained solid. The Town has been very careful with spending during the course of the pandemic, so free cash has remained at healthy levels. However, there have been decreases in local receipts as economic activities on which they are based slowed down during the height of the pandemic. State aid is also subject to fluctuation, and has slowed in areas, but has not decreased.

The Finance Committee continues to closely monitor the costs associated with the significant capital projects in the Facilities Master Plan. The financing plan was only starting to take shape in FY 2021, with more concrete numbers and discussions to be held in FY 2022 as the Town prioritizes the upcoming needs. The Committee remains aware that significant construction projects tend to bring not only higher debt service costs but also increasing operating costs (larger spaces can require more energy, despite gains in efficiency, and more staffing is typically needed for both expanded services and for maintenance). As always, the Finance Committee carefully considers the tax burden placed on residents by these new projects, and understands the importance of maintaining the Town's favorable credit rating and strong financial condition.

Conclusion

The Finance Committee recommended a budget for FY 2022 that was balanced and fiscally sound, and designed to provide the funding needed to continue to provide the Town's more important services. Once again, the Finance Committee did not seek to tailor the budget to the shifting needs under the pandemic, but did take a cautious approach. The budget included funding that was anticipated to meet the spending needs for each department for the year. If needed, the Finance Committee may transfer funds from the Reserve Fund to other budget lines for any unforeseen or extraordinary costs. The Town has been disciplined and kept the budget sustainable, and has also set aside sufficient reserves to provide the resiliency to protect itself from fluctuating revenue or expenses and still be poised to meet future needs. The Finance Committee remains committed to working with the Town Manager, School Superintendent, Board of Selectmen, School Committee, School Administration, Town Administration, Department Managers and other Town leaders in order to encourage careful long-term planning. The Finance Committee believes that caution and long-term planning will help the Town to maintain its readiness for the challenges that lie ahead.

The Finance Committee deliberates the operating and capital budgets and other issues with fiscal implications to the Town fairly and openly at all times. During the pandemic, these meetings were held electronically, with log-in information posted on meeting notices. The Committee meets on select Wednesdays from September through June, and occasionally during the summer. The public is welcome and encouraged to attend any meeting. The meetings and agendas are posted with the Town Clerk at Town Hall and placed on the main calendar on the Town's website. Members of the Committee are appointed by the Town Meeting Moderator. Each Finance Committee member dedicates countless hours to developing a fair and equitable budget to recommend to Town Meeting. The Finance Committee also considers the financial implications of the other issues brought before Town Meeting. The Committee believes that its independent and objective recommendations help make Needham thrive and prepared to weather even the most difficult times.

LEGAL SERVICES**Purpose:**

Legal Services, provided by attorneys from the law firm Miyares-Harrington, delivers legal support to all Town Departments, attends all sessions of Town Meeting, and meets as needed with the Select Board and other boards, committees, and commissions. Attorneys serving as Town Counsel draft and approve contracts when required, represent the Town in the courts and before administrative agencies, and assist in the drafting of legislation, by-laws, and regulations. When appropriate, the Town hires specialist outside counsel to handle matters that require specialized representation.

FY2021 Highlights:

During fiscal year 2021, Town Counsel provided advice and assistance to Town officials on matters related to public records, contracts, licenses and leases, PILOT agreements, alcohol licensing, Town Meeting actions, suits filed against the Town, actions relative to COVID-19, and other similar items. Town Counsel represented the Town, its boards, officers and employees in various courts and before various administrative agencies. It handled all related litigation matters, unless covered by a contract of insurance.

Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Select Board, Finance Department, Permanent Public Building Committee, School Department, Department of Public Works, Planning Board, Board of Health, Police Department, Fire Department, and Conservation Commission. Special projects requiring increased attention in FY2021, public records requests, included permitting, COVID-19, and suits filed against the Town.

The Town engaged and worked with specialized outside counsel in matters such as labor relations and collective bargaining, cable television licensing, environmental and energy-related matters, affordable housing, zoning and permitting, real estate, civil rights, and bond issuance.

FY2022 Forecast

In fiscal year 2022, the Town will continue to utilize the services of contract counsel for primary and specialty needs.

MODERATOR*Michael K. Fee, Town Moderator***Mission**

The Town Moderator is a volunteer elected official who presides over Needham Town Meeting. Our Town Meeting is a representative town meeting, a "citizen legislature" comprised of 251 "Members." Members are either elected from one of Needham's 10 precincts or participate as "at large" Members who are certain elected officials – including the Moderator – and chairs of certain elected boards in our town. Under Massachusetts law and Section 14 our Town Charter, Town Meeting is the ultimate authority over all municipal affairs. For example, each year Town Meeting must vote to authorize how much money will be spent on all Town services, including schools, public works, public safety and public facilities. Town Meeting's approval is also required to adopt or amend zoning by-laws, general by-laws and at least two-thirds of the Town Meeting must approve the issuance of bonds and the corresponding assumption of long-term debt by the Town of Needham. Debt financing is used primarily for major capital projects such as constructing or renovating buildings. In short, in the words of our Charter, Town Meeting exercises "all powers vested in the municipal corporation." The Moderator also appoints citizens to various committees such as the Finance Committee, the Personnel Board, the Community Preservation Committee and the Youth Commission Board.

Fiscal Year 2021 Highlights

Our Town Meeting continued to meet and discharge its duties despite the persistence of the COVID-19 pandemic. For centuries Needham Town Meeting convened indoors to conduct the town's most important business. As the nation, the Commonwealth and Needham locked down, and against a backdrop of laws, procedures and traditions that were designed for indoor, in-person town meetings held on predictable dates, we relied on the experience we gained from holding an outdoor Annual Town Meeting in June 2020, to safely but effectively continue the over 300-year tradition of self-government in Needham. I am proud to say that through the efforts of many and the cooperation and perseverance of our Town Meeting Members, we accomplished this goal in Fiscal Year (FY) 2021.

- Our Town Meeting convened outdoors at the Memorial Park parking lot in the shadow of Needham High School on three occasions: a Special Town Meeting was held a Sunday afternoon, October 4, 2020, a Special Town Meeting was held on Saturday May 1 and our Annual Town Meeting was held two days later, on the evening of May 3, 2021.
- The October 2020 Special Town Meeting tackled a 17-article Warrant that was eventually reduced in size, but included important matters such as the appropriation of funds for a variety of town expenses, zoning changes for the Avery Square Overlay District, appropriations requested by the Community Preservation Committee and a Citizen's Petition that presented a non-binding resolution calling for the study of racism in Needham.

- Each year, during our Annual Town Meeting, we take a recess to hold a Special Town Meeting. In May 2021, for the first time we held a separate Special Town Meeting on Saturday, May 1, 2020, that was followed by the Annual Town Meeting on Monday evening. To take advantage of daylight and time, more business than usual was placed in the 50-Article Special Town Meeting Warrant. Motions under many of the Articles were adopted by unanimous consent, but over the course of approximately four hours, Town Meeting chose to discuss and vote on a number of Articles, including requests for funding for new police union contracts, funding for a new position at the Planning Board and a Public Information Officer for the town. Other actions included votes on amending the FY21 Operating Budget and enacting the \$132 million FY22 Operating Budget. Special Town Meeting also appropriated an additional \$1.7 million for the ongoing public safety buildings construction project, and the adopted a resolution offered by the Select Board on behalf of Needham Unite Against Racism.
- The Warrant for the Annual Town Meeting held on May 3 contained eight articles. Most time was spent in a proposal from the Planning Board to Amend the Needham Zoning By-Laws to add a Highway Commercial 1 Zoning District at the location adjacent to Route 128 where Muzi Ford and Chevrolet, as well as WCVB-TV are located. Various amendments were offered but the main motion carried by the required two-thirds vote on a counted vote of 168-37.
- Once again for all meetings we implemented a new emergency protocol that required the sponsors of articles and commenting officials such as the Finance Committee and the Select Board, to pre-record (on video) their remarks in advance and post them on the Town of Needham Website. Supporting documents and materials ordinarily distributed at Town Meeting were also posted to the website in advance. This process worked well and enabled us to have Town Meeting Members view the presentations and materials in advance and if they wished, submit questions prior to Town Meeting.
- In Fiscal Year 2021, the Town of Needham website continued to be an invaluable resource for Town Meeting Members.
- In April 2021, prior to the Special and Annual Town Meetings we held in May, I released a revised version of my Needham Town Meeting Handbook. The Handbook was distributed to newly elected and existing Town Meeting members and was posted on the Town's website.
<https://www.needhamma.gov/DocumentCenter/View/4133/Town-Meeting-Handbook--Revised-2021?bidId=> Town Meeting members expressed to me their appreciation for this resource.
- On April 19, 2021, I worked with the Needham League of Women Voters to resume our traditional New Town Meeting Member Orientation. Due to the COVID-19 pandemic, this meeting had not been held in 2020. We held the orientation via Zoom and it was well attended. It provided the perfect opportunity to introduce newly elected members to the Needham Town Meeting Handbook.

- I have continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth and with which I formerly served as a member of the Board of Directors. I am proud to say that Needham was a leader among Massachusetts towns in holding effective outdoor representative Special and Annual Town Meetings in the midst of the pandemic.
- The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY 2021. I personally pay for any expenses I incur, such as the preparation of the Needham town Meeting Handbook, educational materials for new Town Meeting Members, and the dues I must pay to belong to the Massachusetts Moderators Association. When meetings are not held remotely I pay for my own travel to various Moderators Association meetings.

I encourage town residents to become involved in some aspect of our community's volunteer government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. As mentioned above, the Moderator appoints all members of the Finance Committee, the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee, and the Youth Commission Board. I am proud of the citizens I appointed to serve their fellow citizens in various positions during Fiscal Year 2021. Any citizen who wishes to be considered for a position that is appointed by the Moderator is encouraged to contact me.



NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Retirement Board

Mrs. Evelyn Poness, Chair

Ms. Sandra Cincotta

Mr. John Krawiecki

Mr. Robert Mearls

Mr. Robert Papetti

Staff

Jacob Cole, Administrator

Elizabeth Milch, Retirement Specialist

Martin Feeney, Accounting Specialist

MISSION

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws and overseen by the Public Employees Retirement Administration Commission (PERAC). Separate from The Town of Needham, the Needham Retirement Board is governed by a five-member Board, consisting of two appointed by the Town, two elected by the members and retirees, and a fifth member chosen by the other four members with the approval of the Public Employee Retirement Administration Commission. Meetings are held monthly in the Town Hall., and online as well. After each meeting, the minutes of the meeting are also posted online and are always available upon request as well.

The Needham Contributory Retirement System, continues in its success and determination to maintain the highest levels of operational efficiency, security, transparency and integrity. We have strong redundancies in place to safely and securely protect and store vital data for each member and retiree. Data and is saved in three different locations: the Pension Technology Group's encrypted website and servers; Needham's encrypted IT servers; and the Retirement Office's electronic backup storage memory files. This has greatly reduced the paper footprint of paper files and physical on-site storage space. Electronically storing data is also more secure via password authentication to access the data, especially compared to physical files in a banker's box in a locked storage room on-site or off-site.

The Needham Contributory Retirement System was able to fully service the Town's members and retirees throughout the COVID-19 Pandemic. The Retirement Office continued to conduct in-person meetings with proper physical distance, masks, and hand sanitizer. The Retirement Office Staff was pro-active with protecting themselves and their members, at all times, and are fully vaccinated. The Retirement Office staff also met the member and retiree on the member or retiree's comfort level. The Office staff conducted meetings also via phone call, emails, and Zoom video conference calls when needed. The Office staff always offered and continue to offer these various options to all its members and retirees. We are here to serve our members, retirees and their families when needed—especially in the event of an unfortunate death transition.

The Needham Contributory Retirement System continues educating members about the retirement process and best timelines. Members are permitted to bring their spouse or a loved one(s) to the

meeting as well. Again, these meetings are often in-person but also have been conducted via the Zoom video conference platform.

For those members that do not meet the retirement age and service time criteria, members may request a refund of their funds less 20% for federal taxes; or for their funds be rolled over to a qualified IRA account. If a member is hired before April 1, 2012, they are eligible for a retirement allowance if they have attained age 55 with 10 years of service. If a member is hired after April 1, 2012, they are eligible for a retirement allowance if they have attained age 60 with 10 years of service.

Membership in the plan is mandatory immediately upon commencement of employment for all permanent employees working a minimum of twenty hours per week. The plan is a contributory defined benefit plan covering all town employees deemed eligible by the retirement board, with the exception of qualified school teachers. Qualified school teachers fall under and contribute to the Mass Teachers' Retirement System.

Current active members contribute 9% of their regular compensation + an additional 2% of earnings greater than \$30K. Part-time employees working 20 hours or more each week are eligible for membership into the Needham Contributory Retirement System. Part-time employees that do not work at least 20 hours per week, must contribute to Social Security and not the Retirement System because they are not eligible for membership.

The Needham Contributory Retirement System & Board, entrusts PRIM (The Pension Reserves Investment Management firm, <https://www.mapension.com/>), with the management, strategy and investing of the Retirement Systems funds. In 1985, the Needham Contributory Retirement Board voted to join the Pension Reserves Investment Management firm. Approximately 85% of the Commonwealth's municipalities also utilize PRIM. As of June 30, 2021, the ending fund balance stood at \$220M up from \$170M the year before.

The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pension costs. The Needham Contributory Retirement System has an actuarial study performed and executed every other year. After considerable discussion, the Retirement Board, voted to adopt a new funding schedule in FY21. The new Funding Schedule consists of a 6.50% investment return rate with a funding schedule end or fulfillment date of 2033. This 6.50% is more in-line with the Market and other retirement systems in the Commonwealth. The old Funding Schedule had a rate of return of 7.25% with a funding schedule end date of 2030.

Lastly, the Needham Contributory Retirement Staff would like to thank the Needham Contributory Retirement Board for their strong leadership and help throughout the year. Our Board has many long-serving dedicated members who have served the Town and its constituents for many years from the Fire Department, to the Treasurer's Office to the Town Manager's Office. The Board also has a member and peer that served the private sector in finance, banking and business.

I also would like to thank my staff and Human Resources for all their great support, work and collaboration.

PRIM Executive Director and Chief Investment Officer Michael G. Trotsky, CFA provided the following information to the PRIM Board at its February 17, 2022, meeting:

Executive Director and Chief Investment Officer Report

The December quarterly results, up 5.4% net and 1.4% above benchmark, capped another outstanding and record-setting year. For the calendar year ending December 31, 2021, the PRIT Fund was up 20.6% gross or 20.1% net of all fees; that was the fourth largest return in PRIM's entire history. The fund ended the year at a record \$104 billion. The 2021 return outperformed the benchmark by more than 8% net of fees, or \$7 billion, the strongest outperformance in our entire history, surpassing the previous record of 4% outperformance set in 1999. Our return for the year was in the very top decile of our peer group.

Private Equity, Real Estate, and Global equities had very strong returns. Private Equity up 64%, Real Estate up 27%, and Global Equities up 18%, while Fixed Income was essentially flat, net of fees, for the year. We would expect this result for bonds in a rising interest rate environment. All asset classes outperformed their respective benchmarks for the year and during this challenging year, the PRIM staff remained very productive, deploying more than \$7.6 billion in new investments, another record.

The longer-term results also strengthened. The 3-, 5-, and 10-year PRIT Fund returns of 16.1%, 12.4%, and 10.5%, are well above benchmark and the state's actuarial rate of return, which is currently 7% and well above our long-term average returns. These results - all time periods - are also at the top of our peer group. We are proud that over the past 10 years, the investment gain totaled \$70.6 billion and was \$12 billion above a benchmark return. We believe this is an indication that our staff and our managers are adding significant value for our fund's 300,000+ beneficiaries and for the Massachusetts taxpayers. In fact, we have a saying around the halls of PRIM: to the extent PRIM is successful, we are the taxpayers' friend – not to mention the retirees' friend. We are proud that we have added more than \$70 billion to the pension fund and outperformed our benchmark by more than \$12 billion over the last decade. It has been an extremely gratifying body of work.

We want to stop short of making any projections about the future, but we do believe a word of caution is in order because it is part of our job to set realistic expectations. We offer this with the appropriate amount of humility; please remember our core investment philosophies: 1) nobody can predict the future, so we don't try, and 2) nobody can predict the direction of the markets, so we don't try. Instead, we engineer a portfolio with components that will perform well in a variety of market environments.

It would be unreasonable to assume that the returns over the next 10 years can be as impressive as the last 10 years for two primary reasons: 1) markets have appreciated far more quickly than the underlying growth of the economy, and that cannot last indefinitely, and 2) we are exiting a 30-year investing environment with the dominant backdrop of falling interest rates and loose monetary policy and entering an environment where interest rates and inflation are now rising, monetary policy is tightening, and labor markets and population growth are falling. It seems like a regime change, but only time can confirm that.

We look forward to the Board taking up the Treasurer's plan to both create an ESG Committee and adopt a new climate change related proxy voting policy. The Treasurer is passionate about each of these important and timely topics with the goal to keep PRIM out in front of major trends in the industry.

We believe the new committee will build on the important work we have been doing over the years internally and with our partners in the MIT Sloan School's Aggregate Confusion Project to become more impactful; to use the power of PRIM to advocate for important change. Our job, and we know the Treasurer shares our view, is to ensure that we become more impactful while also maintaining or improving the Fund's historically strong return, risk, and cost profile. Only a fully funded pension system can guarantee retirement security for our 300,000 beneficiaries; their future, their retirements, their golden years, depend on PRIM's investment success. The taxpayer of Massachusetts also relies on PRIM's continued investment success.

Markets

With 2021 results in the rear-view mirror, volatility has returned, and returns have been negative so far in 2022. The S&P is down approximately 6% for the year, developed international markets are down 3.6%, and emerging markets are flat. Diversified bonds are down 4.6% as interest rates continue to rise. The ten-year Treasury Bond Markets are yielding more than 2%, a multi-year high (May 2019). The markets have struggled with the Omicron surge, labor shortages, supply chain shortages, and an associated 40-year high inflation reading of 7.5% in January, not to mention continued geopolitical tensions as well as our own domestic tensions. Market volatility as measured by the VIX surged from 17.2 at the beginning of the year, to an intraday high of 36 in January, well above its average. The Federal Reserve left the target range for its federal funds rate unchanged for now at 0-0.25% during its January meeting. However, they indicated a desire to raise the target range beginning in March as inflation is currently running well above 2.0% and the labor market is very strong; the unemployment rate was reported at a mere 3.9% recently. Market futures are indicating that the Fed will raise rates four or five times in 2022. The prospect of an increasingly hawkish Fed, combined with some mixed economic data likely caused by the Omicron spike, and some softening of corporate earnings is alarming to market participants.

PRIT Fund Performance

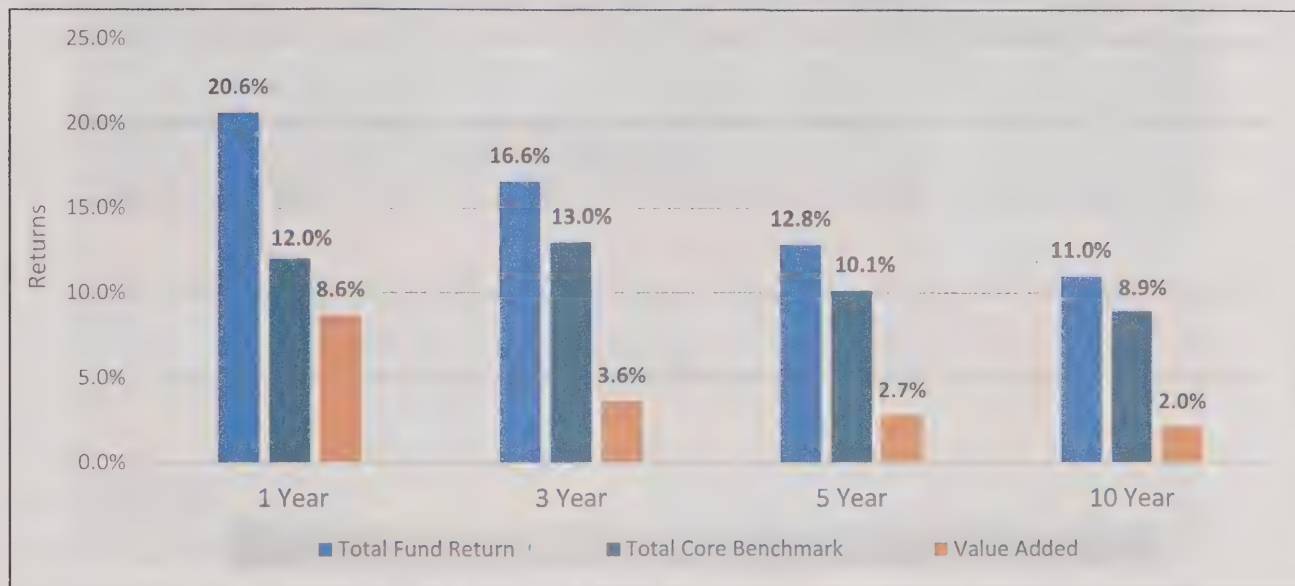
For the one-year ended December 31, 2021, the PRIT Fund was up 20.6%, (20.1% net), outperforming the total core benchmark of 12.0% by 862 basis points (812 bps net).

- This performance equates to an investment gain of \$17.4 billion, net of fees.
- This outperformance equates to \$7.0 billion of value above the benchmark return, net of fees.
- Net total inflows from contributions for the one-year ended December 31, 2021, were approximately \$21 million.

The following charts summarize the PRIT Fund performance for the calendar year ended December 31, 2021.

Total PRIT Fund Returns

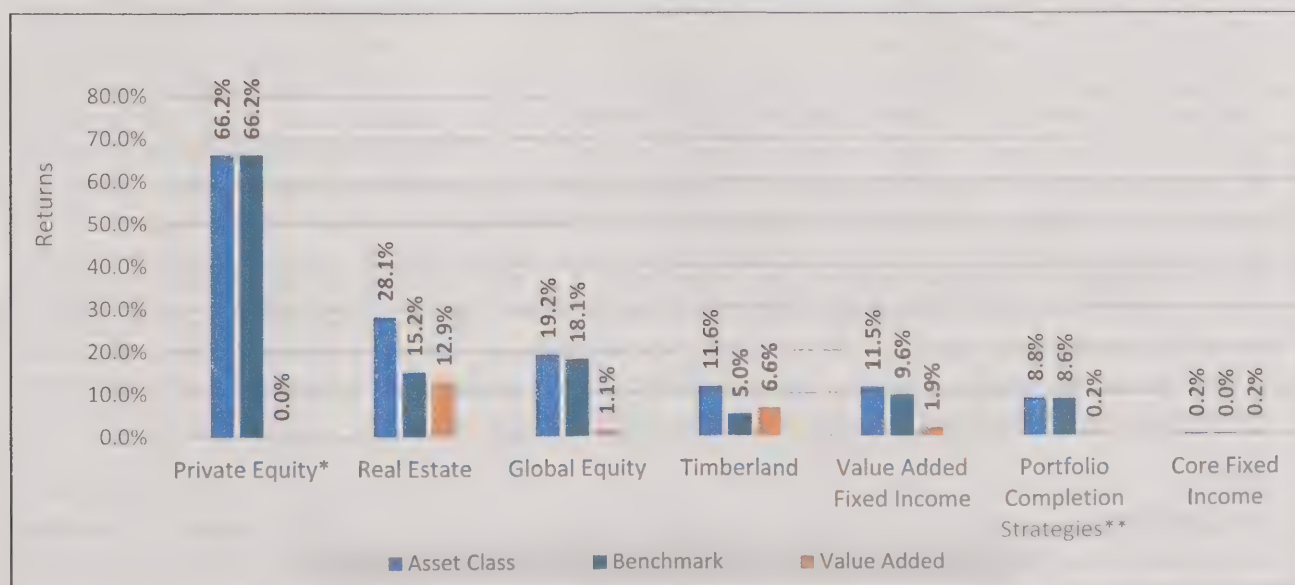
(Gross of Fees) Annualized Returns as of December 31, 2021



Source: BNY Mellon. Totals may not add due to rounding. Total Core Benchmark includes private equity benchmark.

PRIT Performance by Asset Class

(Gross of Fees) Annualized Returns as of December 31, 2021



Source: BNY Mellon. Totals may not add due to rounding. *Benchmark is actual performance. **Hedge Fund returns are net of fees.

PRIT Fund Annualized Returns By Asset Class

(Gross of Fees) as of December 31, 2021

1 Year	3 Year	5 Year	10 Year
PRIVATE EQUITY 66.2%	PRIVATE EQUITY 33.2%	PRIVATE EQUITY 29.6%	PRIVATE EQUITY 23.4%
REAL ESTATE 28.1%	GLOBAL EQUITY 20.7%	GLOBAL EQUITY 14.7%	GLOBAL EQUITY 12.3%
GLOBAL EQUITY 19.2%	REAL ESTATE 12.9%	REAL ESTATE 10.6%	REAL ESTATE 11.2%
VALUE-ADDED FIXED INCOME 8.5%	VALUE-ADDED FIXED INCOME 7.2%	VALUE-ADDED FIXED INCOME 6.2%	VALUE-ADDED FIXED INCOME 4.2%
CORE FIXED INCOME 11.1%	CORE FIXED INCOME 7.7%	CORE FIXED INCOME 6.5%	CORE FIXED INCOME 5.5%
CORE FIXED INCOME 0.2%	CORE FIXED INCOME 4.2%	CORE FIXED INCOME 3.2%	CORE FIXED INCOME 2.2%

Source: BNY Mellon.

Organizational Updates

New Employee

Renee LeFevre joined in January as PRIM's Chief Legal Officer. She will also serve on our executive management team and will report directly to Michael Trotsky. Renee joins PRIM from the Boston Planning and Development Agency (BPDA), which is made up of the Boston Redevelopment Authority, Economic Development Industrial Corporation of Boston, and the Mayor's Office of Workforce Development. Renee was with the agency since 2000 and became General Counsel in December 2014. At BPDA, Renee managed a 10-person legal department and outside counsel handling all legal issues including compliance on open meeting laws, public records requests, ethics, conflicts of interest and disclosures under Massachusetts General Laws. She also was responsible for legal matters pertaining to development proposals, public hearings, disposition of property, procurement, budget, personnel, and more.

Renee's professional associations include serving as Vice President on the Board of Directors for the Boston Local Development Corporation (BLDC), member of The Abstract Club, CREW (Commercial Real Estate Women Network Boston), and the Boston Bar Association. Renee is a recipient of GET Konnected 50 Most Influential Attorneys of Color and the Henry L. Shattuck Public Service Award. Renee is a graduate of the University of California at Berkeley and Boston College Law School.

Intern

Charlotte Wang, joined the PCS team as an intern reporting to Bill Li, PRIM's Director of Portfolio Completion Strategies. She is currently a senior at Brandeis University majoring in Mathematics and Economics. Because of her academic excellence, Brandeis has slotted her into a fast-track master's program at their International Business school.

Recent Recognition

Jennifer Cole, PRIM's Manager of Client Reporting and Cash Management, recently celebrated 20 years at PRIM. Jennifer joined PRIM in 2002 as a Staff Accountant and over the years was promoted to Financial Analyst, Senior Financial Analyst and then Manager of Client Reporting and Cash Management. Jennifer is responsible for managing all cash needs for all PRIM clients. She handles all contribution and redemption activity, ensuring these transactions are processed correctly, and she plays a critical role in processing all PRIT Fund purchase and sale transactions on the first business day of every month. Jennifer has helped plan and manage PRIM's successful client conferences, she always delivers the highest level of customer service to our clients, our Operations team, and our entire organization. Jennifer is highly regarded by clients and colleagues who often commend her work ethic, accuracy, professionalism, and dedication.

Liu Liu, Investment Analyst on the Portfolio Completion Strategies team, has recently earned both the CFA and CAIA charters after passing each of the rigorous multi-year exams and also after accumulating the requisite work experience. In her work at PRIM, Liu has enhanced our portfolio analytics. She is responsible for the hedge fund replication program, which has been a consistent outperformer, as well as China equity strategies. Liu joined PRIM in September 2018 on a permanent basis as an Investment Analyst after spending 18 months as an intern working in PRIM's Strategy team. Liu received her master's degree in finance from the Brandeis International Business School and earned her bachelor's degree in finance from Shanghai Jiao Tong University in China.

PRIM Board Actions

Private Equity

Follow-on Investment Recommendation: Thoma Bravo XV, L.P., Thoma Bravo Discover IV, L.P., and Thoma Bravo Explore II, L.P.

The PRIM Board approved a commitment of up to \$275 million to Thoma Bravo Fund XV, L.P. ("Fund XV"), up to \$150 million to Thoma Bravo Discover Fund IV, L.P. ("Discover Fund IV"), and up to \$150 million to Thoma Bravo Explore Fund II, L.P. ("Explore Fund II"). PRIM has invested in fourteen prior Thoma Bravo, LLC ("Thoma Bravo") funds since 2000. Thoma Bravo is a sector specialist private equity group focusing on investing in businesses that provide application, infrastructure, or security software products or technology enabled services.

Follow-on Investment Recommendation: Chequers XVIII, SLP.

The PRIM Board approved a commitment of up to €80 million to Chequers Capital XVIII, SLP. ("Fund XVIII" or "Chequers XVIII"). Chequers will target lower middle market buyouts primarily in France, Italy, and Germany in the asset light industrials and B2B services and distribution sectors. PRIM has invested in three prior Chequers Capital ("Chequers") funds. Chequers is led by nine senior investment professionals with an average tenure of 16 years at the firm.

Follow-on Investment Recommendation: Polaris Growth II, L.P.

The PRIM Board approved a commitment of up to \$40 million to Polaris Growth Fund II, L.P. ("Fund II" or "Growth Fund II"). In 2018, PRIM made its first investment in Polaris Growth Fund I, the firm's first dedicated growth stage fund led by Bryce Youngren, who had led this strategy within the Polaris Venture Funds for 16 years. Fund II will continue to target buyouts of lower middle-market software and technology enabled services companies in North America.

Follow-on Investment Recommendation: JMI Equity Fund XI, L.P.

The PRIM Board approved a commitment of up to \$100 million to JMI Equity Fund XI, L.P. ("Fund XI" or "JMI XI"). JMI will target growth-stage North America-based companies that provide software and

technology-enabled services. PRIM has invested in two prior JMI Equity (“JMI”) funds. JMI is led by nine senior investment professionals with an average tenure of 17 years at the firm.

Follow-on Investment Recommendation: Advent GPE X, L.P.

The PRIM Board approved a commitment of up to \$350 million to Advent International GPE X, L.P. (“GPE X” or “Fund X”). PRIM has invested in eight prior Advent International (“Advent”) funds since 1989. Advent’s senior team has worked together for an average of 14 years. Advent Global Private Equity (“GPE”) funds target buyouts in North America, Europe, and Asia in the Business & Financial Services; Healthcare; Industrial; Retail, Consumer & Leisure; and Technology sectors.

Follow-on Investment Recommendation: USV 2022, L.P. and USV Opportunity 2022 L.P.

The PRIM Board approved a commitment of up to \$22 million to USV 2022, L.P. (“USV 2022”) and up to \$32 million to USV Opportunity 2022, L.P. (“Opportunity 2022”). PRIM has invested in eleven prior Union Square Ventures (“USV”) funds since 2004. USV’s senior team has worked together for over eleven years. USV makes seed, early- and late-stage venture capital investments in technology companies.

Commitment Summary

PRIM Private Equity 2021 Investment Summary (in millions)	
*Denotes existing PRIM relationship	
Partnership	PRIT Commitment
Approved at the February 24th Board Meeting	
JMI Equity Fund X*	\$80
Thomas H. Lee Equity Fund IX*	\$200
Approved at the May 26th Board Meeting	
Hellman & Friedman Capital Partners X*	\$350
TA Associates XIV*	\$335
TA Select Opportunities Fund II*	\$100
Providence Strategic Growth V*	\$175
Insight Venture Partners XII*	\$150
Insight Partners XII Buyout Annex Fund*	\$50
Insight Partners Fund X Follow-on Fund*	\$75
Quad-C Partners X*	\$150
Thompson Street Fund VI*	\$150
Flagship Pioneering Fund VII*	\$30
Approved as Interim Recommendations on June 15th	
Nordic Capital Evolution Fund*	\$94 (€80)
Index Ventures XI*	\$20
Index Ventures Growth VI*	\$50
Approved at the August 17th Board Meeting	
Tidemark Fund I, L.P.	\$75
Trident IX, L.P.*	\$150
Approved at the December 2nd Board Meeting	
Georgian Alignment Fund II, L.P.*	\$50
Georgian Growth Fund VI, L.P.*	\$100
GTCR Strategic Growth Fund*	\$100
Spark Capital Fund VII, L.P.*	\$14
Spark Capital Growth Fund IV, L.P.*	\$28
Total	\$2,432
2021 Investment Plan	\$2,100 - \$2,700

Strategy Group

Research - Asset Allocation Recommendation

The PRIM Board approved the 2022 asset allocation recommendation. The 2022 asset allocation recommendation represents no major changes to the prior year's recommendation. It includes a 1% increase in the Private Equity target range and a 1% decrease in the Global Equities target range.

Finance and Administration

Proxy Voting Guidelines

The PRIM Board approved the 2022 enhancements to PRIM's Custom Proxy Voting Guidelines proposed by Treasurer Deborah B. Goldberg. The proposed climate change related enhancement is as follows:

Sustainability and Climate Change

- **Climate Change/Greenhouse Gas Emissions**

- Vote AGAINST directors at companies targeted by the Climate Action 100+, and vote CASE-BY-CASE on directors at companies not included on the Climate Action 100+ action list, that have failed to align their business plans with the goals of limiting global warming to 1.5 degrees Celsius, as set forth in the Paris Climate Agreement, and/or that have failed to establish a plan to achieve net zero emissions by 2050.

Environmental, Social and Governance (ESG) Update

The PRIM Board approved the recommendation that the Board establish an Environmental, Social, and Governance (ESG) Committee, for the purpose of advising the Board on ESG-related matters and to engage Funston Advisory Services LLC, on a limited scope engagement, to assist with developing a proposal for the ESG Committee's structure and charter.

The Client Services team will continue to meet with the retirement boards of PRIM's member retirement systems throughout the year. To schedule a visit, please contact Francesco at fdaniele@mapension.com, Laura at lstickland@mapension.com, Emily at egreen@mapension.com, or call 617-946-8401. We look forward to seeing you soon.

CONSERVATION COMMISSION

Members

Janet Bernardo, Chair

Sue Barber

Artie Crocker

Stephen Farr

William Murphy

Peter Oehlkers, Vice Chair

Alison Richardson

Staff

Debbie Anderson, Director of Conservation

Clayton Hutchinson, Conservation Specialist

Purpose

The Needham Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to staggered three-year terms. The Commission is responsible for administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the local Wetlands Protection Bylaw (Needham General Bylaws Article 6). The Commission receives and reviews applications for projects involving work within, or within one hundred feet of, wetlands, rivers, streams, and ponds, and within 200 feet of perennial rivers and streams. In addition to their statutory obligations, the Conservation Commission undertakes broader environmental and land-management functions including:

- Managing Town-owned Conservation Land including the 362 acres at Ridge Hill Reservation.
- Promoting the protection of additional open space through conservation restrictions, land donations and purchases.
- Educating the public about the importance of protecting wetlands and other open space; and
- Advising and collaborating with other Town Boards and Committees on matters pertaining to use, management and protection of the Town's natural resources and open space.

The Conservation Commission is assisted by the Conservation Division within the Town of Needham Planning and Community Development Department and includes a full-time Director of Conservation, a full-time Conservation Specialist, and a part-time Administrative Assistant.

FY 2021 Activities and Accomplishments

Over the course of Fiscal Year 2021, the Commission once again saw a steady flow of applications, similar to the numbers seen in Fiscal Year 2019. There was a noticeable decline of applications in Fiscal Year 2020 (the beginning of COVID-19 pandemic). The Conservation staff continued to issue Administrative Approvals for minor projects located within the 100-foot Buffer Zone. This flexibility allows for a shorter, more streamlined experience for the public doing minor projects while maintaining compliance with the wetland rules and regulations. Administrative Approvals stayed strong with twenty-five (25) issued in Fiscal Year 2021. In the past, before the Administrative Approval mechanism was in place, many of these smaller projects would have gone before the Commission as Requests for Determination of Applicability and Notice of Intent filings requiring

the issuance of Permits. During FY2021, the Conservation Commission continued to hold their meetings remotely, met formally a total of twenty-one (21) times and held a total of thirty-two (32) public hearings.

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Intent ¹	23
Request to Amend Order of Conditions ¹	1
Request for Determination of Applicability ¹	8
Abbreviated Notice of Resource Area Delineation ¹	1
Extension Permit ¹	3
Emergency Certification	0
Certificate of Compliance	31
Minor Modification Request	1
Enforcement Order	1
Trail Maintenance Notification Form	1
DPW Generic Permit Activity Notification Form	0
Administrative Approval	25
Conservation Restriction	0
Notice of Non-significance	0

¹Filing involved a public hearing.

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out existing permits. The Commission handled thirty-five (35) of these requests during this fiscal year. The Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities and provides professional expertise on town projects in a growing and more restrictive environmental regulatory time period. Finally, for that small percentage of projects that occur within the Commission's jurisdiction without obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2021, one (1) project required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

Accomplishments

Due to the COVID-19 pandemic that overtook the country in March of 2020, Town offices remained closed to the public until July 1, 2021. Prior to the re-opening, priorities continued to gear towards communication with the public regarding everything from general wetland inquiries to assisting them through the Permit process. After the uncertainty and confusion that came with the beginning of the pandemic, the Commission and staff quickly adapted and worked together to create new strategies to ensure customer service never faltered. Staff were careful to stay up to date regarding any State and/or Federal Regulation changes due to the pandemic and relay them to the Commission in a timely manner. The Commission and staff continued hosting remote meetings and have gotten

all the permits issued to Applicants within the historical time frame. Staff has continued to conduct site visits as necessary.

Once the majority of the staff were back working in the office as opposed to only remotely and the town buildings open to the public again, it was important to get the Planning & Community Development offices re-organized and back to pre-COVID-19 conditions. This has been an on-going group effort.

Due to COVID-19, the majority of the Conservation Commission and staff goals for the Fiscal Year 2020 were left incomplete or postponed. With conditions similar during Fiscal Year 2021, the focus of staff and Commission efforts continued to be on customer service and less on working towards long term goals.

The Committee known as the “Total Watershed Management Committee that was formed in November of 2019 and made up of staff from the Engineering, Water & Sewer, and Conservation Departments continued to meet remotely and to research and then implement practices to improve stormwater quality before it discharges into water bodies. This Committee includes public participation and education. Conservation staff have actively participated in this effort.

The Conservation Specialist worked closely with an Eagle Scout candidate on his chosen project to construct an ADA Accessible picnic table and install it at the Needham Accessible Reservoir Trail (NART) under very strict guidelines from scout leaders. In addition, the Scout lay base material in the area of the picnic table and installed native, high wildlife value shrubs to enhance the location (see photo below). He later installed a metal commemorative plaque to the picnic table.





The Conservation Division continued its ongoing work to implement the Comprehensive Trails Master Plan in addition to oversight and management of existing conservation lands. The Commission encourages the involvement of all interested Needham residents in helping to preserve the natural resources of the Town and expand their use and appreciation, especially during this difficult time. The Commission generally meets the second and fourth Thursday of each month and continued to meet via Zoom with the start time of 7:00 p.m. All Needham citizens are invited to attend.

COUNCIL OF ECONOMIC ADVISORS

Members

Adam Block (Chair), Anne Marie Dowd (Vice Chair), Stuart Agler, Tina Burgos, Glen Cammarano, William Day, Ted Owens, Virginia Fleisher, Maurice Handel, Robert Hentschel, Adam Meixner, David Montgomery, Rick Putrush, Mathew Talcoff, and Michael Wilcox

Staff

Amy Haelsen, Economic Development Manager

The Council of Economic Advisors (CEA) was established by the Select Board to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses. The CEA studies issues and makes proposals to the Select Board to foster growth and economic development in Needham. It works closely with the Planning and Community Development Department and the Planning Board to effectuate zoning changes necessary to implement economic goals.

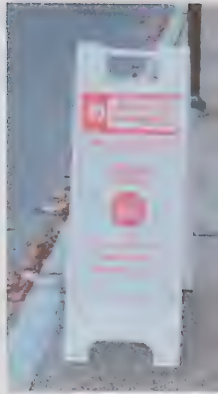
CEA members represent a cross section of the broader community including small business, large business, real estate brokers and developers focused on commercial, industrial and residential sectors, in addition to local residents and a member of the Planning Board. The CEA is staffed by the town's Economic Development Manager. In FY 2021, this position was moved from the Planning and Community Development Department to the Select Board under the Town Manager. In August 2020, Amy Haelsen began her position at the Town's new Economic Development Manager. Amy brought to Needham extensive experience working with the business community in Dedham for thirteen years. As the Executive Director of the Town's Main Street organization, she worked closely with local officials, volunteers, and community groups on a variety of issues related to strengthening the vitality of the downtown including public infrastructure projects to improve pedestrian safety and traffic, parking, business recruitment and retention efforts, as well as community events and promotions. In this new capacity with the Town of Needham, she continues to work closely with the staff in the Community Development Department on a variety of areas as they relate to supporting Needham's existing and prospective businesses.



FY2021 Highlights

In early 2021, the CEA was reconstituted to create three sub-committees to focus on its priority areas which include small businesses, redevelopment and business opportunities, and cluster-based economic development. Members of the council agreed that this will allow the CEA to have a bigger impact on the group's ability to support the business community. The full CEA began meeting on a quarterly basis while the three sub-committees each met monthly to advance the priorities of their respective areas.

- **COVID-19:** Throughout the latter half of 2020 and for the remainder of the fiscal year, the CEA continued to focus on identifying short-term solutions to support the business community in the midst of economic uncertainty. The CEA's meetings were devoted to understanding the challenges Needham businesses were facing during the state's mandatory restrictions. Support included sharing timely information on various state and federal funding opportunities, related online resources and technical assistance available to business. The CEA advocated for increased outdoor dining for Needham restaurants, for curbside pickup spots for retailers, for free two-hour on-street parking in Needham Center and Needham Heights and promoted a shop local campaign.



- **Boston College Field Project:** In the spring of 2021, Amy Haelsen worked with a team of six undergraduate students at Boston College Carroll School of Management, enrolled in the "Field Projects in Real Estate" course, on a project to explore future possibilities for a commercial district in Needham. The group prepared a comprehensive feasibility study for the Town which evaluated various highest and best use development ideas for multiple sites totaling 28 acres in the Mixed Use 128 Zoning District, an area bounded by the Charles River, Highland Avenue, Freemont Street and Route 128.



The goal of the project was to produce a comprehensive real estate development plan

that addressed identified community needs, profitable real estate development ideas and integrated with the immediate surrounding uses of the sites and serve as a catalyst for on-going community economic development. The scope of the work included extensive data collection and analysis, interviews with local businesses, local government officials, property owners, managers and leasing agents, experts in planning, traffic management and property design, focus groups with local stakeholders, and reviewing similar development ideas implemented in other suburban communities to gain more knowledge which was applied to the subject study area. Due to the pandemic, the majority of the students' work was done virtually, including the high-level and professional quality presentation they made to the CEA and the community in early May. Their final report, which included suggestions on how to better utilize the great natural resource of the Charles River, also shared ideas such as adding senior housing, public performing arts space, and commercial space for restaurants and the growing life sciences sector. Their final report is valuable tool that will be used by the Town as it explores future redevelopment opportunities in the Mixed Use 128 district.

PLANNING BOARD

Members

Paul S. Alpert, Chairman

Adam Block, Vice-Chairman

Natasha Espada

Jeanne S. McKnight

Martin Jacobs

Staff

Lee Newman, Director of Planning and Community Development

Alexandra Clee, Assistant Planner

Karen Sunnarborg, Community Housing Specialist

Purpose

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

Review and Approval/Disapproval of:

- Approval-Not-Required (ANR) Plans
- Preliminary Subdivision Plans
- Definitive Subdivision Plans, including ongoing administration
- Site Plans of certain larger developments (major projects)*
- Residential Compounds (RC's)*
- Scenic Road Applications
- Outdoor Restaurant Seating Applications

* This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.

Review and Advisory Reports on:

- Site Plans of certain smaller developments (minor projects)
- Applications to the Board of Appeals for variances and special permits
- Petitions for acceptance/discontinuance of public ways

Initiation, Development, Public Hearing and Presentation of Proposed Zoning Amendments to Town Meeting

Preparation and Maintenance of a Master Plan and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)

Revisions to “Subdivision Regulations and Procedural Rules of the Planning Board” and printing of the same

Reprinting of Town Zoning By-Laws and Zoning Map

Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)

FY2021 Accomplishments and Activities

Organization/Staffing

Fiscal Year 2010 saw the creation of a Planning and Community Development Department. Previously, the four-community development and land use functions had been performed in three Departments namely, Planning, Conservation, and the Board of Appeals. Under the 2010 reorganization the Planning and Economic Development functions were retained under a single budget and the Conservation and Zoning Board of Appeals budgets were combined to create a new “Community Development” budget. A Director of Planning and Community Development was appointed with oversight of both the Planning and Economic Development budget and Community Development budget. A new Administrative Assistant position was created to support the Planning, Economic Development, Conservation and Zoning functions of the Department. The goal of the reorganization was to meet the identified needs of the then existing departments, to improve operational efficiency, and to enhance service delivery. In Fiscal Year 2013, the Planning and Economic Development Department added a part-time Community Housing Specialist position. The Housing Specialist provides administrative and technical support relating to affordable housing issues, coordinates the efforts of various town boards and committees in the development of affordable housing opportunities, and assists in the implementation of the Town’s Community Housing Plan. In Fiscal Year 2016 a further consolidation occurred with the merging of the Planning, Economic Development, Conservation and Board of Appeals budgets into a single Planning and Community Development budget. In Fiscal Year 2021 the Economic Development Director position was reclassified to Economic Development Manager and the position was moved from the Planning and Community Development Department to the Select Board under the Town Manager. Additionally, a Recording Secretary position was added to the Department to support the regulatory function of the Design Review Board. Lastly, on September 14, 2021 the Personnel Board approved the retitle and reclassification of the Administrative Specialist for the Zoning Board of Appeals to a Zoning Specialist to adequately meet the professional and administrative demands of the ZBA. We believe that the reorganization has been successful in improving operational efficiency and interdepartmental coordination and thus has enhanced service delivery to Needham’s constituents.

COVID-19 Protocol and Department Transition

With the advent of the COVID-19 pandemic, the Planning and Community Development Department transitioned to a work protocol which was totally remote and where the permitting

obligations across all divisions were re-envisioned in this new environment. To that end, the Department set up an electronic permitting protocol which allowed the Planning, Conservation and Zoning Board of Appeals (ZBA) divisions to continue to meet their respective statutory permitting obligations remotely and without interruption. Applications were accepted remotely, filings were made with the Town Clerk, decisions were signed and recorded at the registry all in the post COVID-19 environment as had been the case before the pandemic. Tasks which needed attention in the office with physical attendance were coordinated across staff and times in the office were coordinated to assure there was no in-person staff interaction. Meetings with applicants were held remotely with zoom and with other Departments such as Building, Police, Fire, Engineering participating as necessary. All Board meetings and public hearings were moved to the zoom format as well. Lastly, the Design Review Board which had long been the least formal in its meeting format was moved to electronic filing and staffing consistent with the remainder of the division. Although it was a challenging time of learning new tools and designing new methods for accomplishing Department goals, Department staff were successful in keeping the Department running smoothly and in assuring that the Board's served were able to meet their statutory obligations. In July of 2021, the Department moved to providing on-site staff coverage across its all its divisions during normal business hours. Operational improvements accomplished during the most active part of the pandemic such as electronic permitting and remote meetings with applicants and other Departments have continued. Further all Boards which the Department serves namely the Planning Board, Conservation Commission, Board of Appeals and Design Review Board continue to meet under the Zoom meeting format.

Permitting

In its capacity as a special permit granting authority, the Planning Board in FY2021 processed thirteen (13) applications as "Major Projects" under the Site Plan Review By-Law. This represented a decrease in the number of applications filed over prior pre-pandemic fiscal years where filings had historically averaged 20 filings per year. Permitting activity for FY2022 however is expected to increase to historical levels. In addition, the Board reviewed and approved two (2) subdivision plans, and seven (7) plans were endorsed "Approval-Not-Required (ANR)" under the Subdivision Control Law, meaning that the lots created or altered on such plan's met minimum frontage requirements. Finally, the Board of Appeals referred thirty-seven (37) applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals were warranted.

During the fiscal year the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the decision; and between the Board's action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. The articulated

goals were met in two of the three studied criteria. During the affected timeline 13 new Special Permit applications and 2 Subdivision applications were processed. Public hearings were held on average within 30 days of application receipt, decisions were issued within 9 days of the close of the public hearing, with written decisions filed with the Town Clerk within 9 days of permit issuance. Although the goal of recording all decisions with the Town Clerk within 5 days of permit issuance was not met (9 day average actual) this delay was due to pandemic related issues which are not anticipated to continue into FY 2022. Total average time required to process an application was 56 days with a minimum of 20 days and a maximum of 87 days.

Needham Crossing Business Center Planning

The Planning and Community Development Division has focused on the recommendations outlined in the Needham Crossing Business Center Planning study completed in the fall of 2011 and its implementation at the Center 128 project site. Most specifically, the Planning and Community Development Division continues to oversee the permitting and build-out which is occurring within the New England Business Center and the Center 128 project in particular. Plan review and permitting for Center 128 comprising three components was conducted by the Division as follows: Center 128 West, Center 128 East, and the 2nd Avenue Residences.

The Center 128 West Development, approved by the Planning Board in April of 2013, consists of: (a) four office/research and development buildings with a total combined square footage of approximately 740,000 square feet; (b) two free standing parking garages (to contain a combined 3,525 parking spaces); (c) 117 surface parking spaces; (d) a hotel comprising approximately 89,740 square feet and containing 128 guest units, together with (e) associated driveways, landscaping and other associated site improvements. A portion of the development has been constructed, which includes the hotel, building 3 (currently occupied by TripAdvisor, Inc.), a portion of Garage B (2,070 spaces) and 153 interim surface parking spaces. Accordingly, three (3) office buildings (Buildings 1, 2 and 4) with an aggregate of approximately 452,000 square feet, Garage A, a portion of Garage B, and the remaining associated landscaping, driveways and other site improvements have yet to be developed.

In October 2020 Boston Children's Hospital filed a special permit application with the Planning Board seeking to amend the approval for Center 128 West. The Applicant is seeking to construct Building 1 as an approximately 224,000 square foot Pediatric Medical Facility, to complete the construction of Garage B by adding 530 parking spaces and to construct an interim surface parking lot with 105 spaces at 37 A Street. Building 2 and Building 4 are expected to be constructed later and the approved use is currently expected to remain office as set forth in the existing special permit. The special permit amendment for this project was issued by the Planning Board in January 2021.

The Center 128 East Development, approved by the Planning Board in November of 2015, includes 420,429 square feet of office space, 19,000 square feet of retail space, a 128-room hotel and surface parking area. Components of the Center 128 East completed project include: the expansion of Parking Garage B at Center 128 West to accommodate the redevelopment planned at Center 128 East, the renovation and occupancy of the building located at 77A Street to accommodate the SharpNinja headquarters and the renovation of the building located at 189 B

Street to accommodate the new NBC Universal headquarters. Construction of the hotel and retail space remains to be completed under the project.

In summary, Center 128 at completion (with the Boston Children's Hospital amendment) will include a Pediatric Medical Facility, three new office buildings and two renovated buildings totaling 1,160,400 square feet, two 128-room hotels, and 19,000 square feet of retail space. Parking for 4,100 cars distributed across 3 structured parking garages along with surface parking for 778 cars is also planned. The combination of elements will represent a major step forward in the implementation of the vision developed for the district. Lastly, the construction of the 2nd Avenue Residences comprising 390 residential housing units and associated structured parking at 2nd Avenue was completed in the spring of 2018 with full rent-up completed in the fall of 2019.

Securing grants for roadway improvements in the Needham Crossing area to complement the anticipated build-out continues to be a Departmental priority. Having successfully applied for grants with the City of Newton (MassWorks) to expedite the Highland Avenue corridor project, the Division continues to work with Newton, MassWorks and the Boston Region Metropolitan Planning Organization (MPO) to guide the project's implementation and to make sure that Needham's interests are represented and protected. Additionally, the Planning and Community Development Division continues to work with Newton to try to locate funding for an engineering feasibility study of the unused MBTA rail running parallel to Needham Street and Highland Avenue. Both municipalities realize that mass transit is the only way to realize full economic development within the N² corridor. Lastly, the Division has worked with the City of Newton on the N² initiative project. The N² group obtained funding from the Federal Economic Development Commission to match public and private gifts for a total of \$100,000.00 to create a sustainable marketing initiative for the corridor. The report was completed in FY2016 and included an overall marketing plan for the corridor and specific recommendations for attracting high tech and life science industries to the locale. As a result of this work the Needham/Newton Chamber of Commerce raised \$325,000 to implement the recommendations of the 2016 study to promote targeted, sustainable, and well-planned development in the N² Innovation District. A district director was hired, marketing materials created, and a website to promote the district and encourage economic development implemented.

Needham Center Planning

The Planning and Community Development Division further continued with implementation of the Needham Center Planning effort. The Planning Board has initiated a review of the zoning plan which was established for Needham Center and the Lower Chestnut Street area through the Overlay District to determine if it is meeting its stated objective of establishing a pedestrian friendly streetscape with multi-use development in the form of a traditional New England Village. Further, the Department and Planning Board are coordinating with the BI Deaconess Needham hospital as it finalizes its master plan for the hospital's Needham campus and considers redevelopment opportunities along the Chestnut Street corridor.

Affordable Housing Trust, Small Grant Repair Program and Emergency Rental Assistance Program

The Housing Division supports the Town's efforts to promote and maintain affordable housing opportunities in partnership with the Needham Housing Authority (NHA), non-profit and for-profit developers and service providers, other Town departments, as well as other public entities. The Housing Division also provides professional support to collect and analyze housing-related data, coordinates potential affordable housing initiatives, monitors affordability for several housing developments, ensures compliance with funding sources, and addresses inquiries related to housing issues. Another important activity involves the staffing of the Needham Affordable Housing Trust which was established in 2018 to serve as the Town's entity for overseeing housing issues and managing a dedicated fund in support of affordable housing initiatives. The Fund has been receiving funds related to the monitoring of affordable housing units, including resale fees as affordable homeownership unit's turnover.

The 2019 Annual Town Meeting approved \$50,000 in funding from the Town's General Fund to introduce a new Small Repair Grant Program. The 2021 Annual Town Meeting appropriated an additional \$50,000 in funding to continue program benefits for eligible Needham residents. The Small Repair Grant Program provides financial assistance to low-and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is currently available per participant, and applications are evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older or have a disability with incomes at or below 80% of area median income. Grants are awarded during two funding rounds per year. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO2 detectors, weather stripping, bathroom grab board, raised toilets, hand-held shower heads, among others.

All of the funding from the 2020 fiscal year appropriation was encumbered with 13 initial participants, however, one participant dropped out due to limited capacity to follow through on the work and another ultimately did not require the full amount of the awarded grant. Consequently, almost \$6,000 was folded over to support 2022 fiscal year applicants.

The Town of Needham introduced the Emergency Rental Assistance Program (ERAP) in the 2021 fiscal year to provide temporary financial support for qualifying Needham renters who had suffered a reduction in income due to the pandemic. Town Meeting approved \$120,000 in funding from Community Preservation Funds on October 4, 2020, and an additional \$50,000 in funds were secured as part of the Massachusetts Covid-19 Relief Fund through the Foundation for Metro West.

Through a Request for Proposals (RFP) process, the Town selected the regional non-profit housing organization, Metro West Collaborative Development (Metro West CD), as the Program Administrator. Metro West CD proposed an administrative fee of \$450 per participant to support its program oversight, including an additional \$50 per participant for any recertification work related to potential extensions of benefits. The Program included the following major provisions:

- Provide up to six months of rental assistance, paid directly to landlords, at 50% of rent and a monthly cap of \$1,500.
- Participants must have a total household income at or below 80% of area median income for the Boston-Cambridge-Quincy area adjusted for household size, the limits of which are included in the following table.

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Income Limit @ 80% AMI	\$70,750	\$80,850	\$90,950	\$101,150	\$109,150	\$117,250

- Applicants also had to demonstrate reduced income due to COVID-19.
- Qualifying households living in any private rental unit, including Chapter 40B rental units, would be eligible for assistance.
- Households currently receiving government-funded rental assistance such as Section 8, MRVP or RAFT were not eligible. Households living in public housing or in units subsidized with Project Based Section 8 were also not eligible.

The Program supported a total of 23 households and committed a total of \$147,756 in benefits. It also involved the expenditure of \$10,394.50 in funds to cover administrative costs for Metro West CD's operations resulting in a total of \$158,150 out of the total \$170,000 allocated. This left a balance of \$11,850 that can be returned to the Town's Community Preservation Fund. There remains the potential that up to \$100,000 of CPA funds committed and expended for payment assistance may be reimbursed to the Town, and ultimately the Community Preservation Fund, through the federal CARES Act.

Other Planning Studies

Planning Studies currently underway and recently completed are as follows:

Affordable Housing Plan: The Town of Needham has not had an approved Housing Plan in place since 2007, although it has made considerable progress in producing affordable housing since then, adding 894 new affordable units and surpassing the state affordability goal of 10%. Despite reaching this threshold, the Town recognizes that significant unmet housing needs remain in the community, particularly in the context of unprecedented housing prices and the pandemic. Consequently, the Planning Board has determined that it will revisit its housing agenda by obtaining updated documentation on the local housing dynamic and will prepare a Housing Plan to strategically address identified priority housing needs.

The preparation of this Housing Plan will use a similar process to that established for the 2007 Affordable Housing Plan. First, the Planning Board will appoint a Working Group of representatives from appropriate boards and committees to work with staff from the Planning and Community Development Department in overseeing community outreach and preparing the document. The composition of the Working Group for the 2007 Plan included 2 representatives of the Planning Board, 2 from the Needham Housing Authority, 2 from the Select Board, 2 at-large members, as well as a representative from the Board of Health, Council on Aging, Finance Committee and Parks and Recreation Commission. For the 2021 Plan the composition of the Working Group will include 2 representatives of the Planning Board, 2 from the Select Board, 2 at-large members, as well as a representative from the Housing Authority, Board of Health, School Committee, Community Preservation Committee, Council on Aging, Finance Committee and Zoning Board of Appeals.

Second, the planning process will incorporate an inclusive public process to engage local leaders and residents in the process of establishing local housing priorities. This process will include the following major components: (1) Interviews with housing stakeholders including representatives of the Needham Housing Authority, Council on Aging, League of Women Voters, Equal Justice Needham, etc. (2) Community workshops that include small breakout group activities that engage participants in a local visioning process on housing, allowing residents to weigh-in on key questions related to housing challenges, goals, and priority actions. (3) A community housing survey to obtain input on local needs and key approaches to address these needs. (4) A final community-wide meeting to present the Plan and obtain further input.

Key components of the Plan would include the following: (1) An Executive Summary that highlights the key takeaways from the Plan. (2) A list of community housing goals that would include the results of the visioning process as part of the first community housing workshop. (3) A Housing Needs Assessment that provides documentation on key indicators of need. (4) A Strategic Action Plan that includes the actions that the Town will pursue to promote greater housing diversity and affordability including the timeline for implementation and responsible entities. (5) A list of local and regional housing organizations and entities. (6) A glossary of housing terms. (7) A summary of housing-related regulations and resources. This planning effort is scheduled to begin in September of 2021 and to conclude in October of 2022.

Land Use and Zoning Study for the Industrial-1 and Industrial Districts: The Land Use and Zoning Study for the Industrial-1 and Industrial Districts was successfully completed in May of 2021 with the adoption of the Highway Commercial 1 Zoning District and the rezoning of the Muzi Ford and Channel 5 properties into that district. In response to input received at the October 2019 Special Town Meeting (Concerns with the overall density profile, traffic impact, use profile and lack of sustainable development principles were noted by Town Meeting members), a Town-wide Community meeting was held in January 2020 with residents, neighbors, public officials, businesses, and landowners to further develop and refine the Town's overall land use goals and strategy for the Highway Commercial 1 Zoning District. Additionally, a working group comprising representatives from the Planning Board, Select Board, Finance Committee, and Council of Economic Advisors was established to review the policy objectives of the Highway Commercial 1 district and to offer strategies to address the concerns raised at both the October 2019 Special Town Meeting and the January 2020 Community meeting. The working group commissioned an updated traffic study of the district to determine the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. 3D modeling and an updated fiscal impact analysis of the district were then completed once the density and use profile of the district were finalized consistent with the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. A revised zoning and land use plan were then prepared which initiative was then expressed in the regulatory framework detailed in zoning articles presented to and adopted by the May 2021 Annual Town Meeting. Briefly, the following six adjustments were made from the 2019 rezoning proposal to the adopted 2021 proposal as follows: (1) The overall density of development within the district was further reduced. Specifically, the as-of-right floor area ratio (FAR) has been reduced from 1.0 to .70 and the special permit FAR has been reduced from 1.75 to 1.35. (2) The maximum building height within the district has been reduced by one story for both the as-of-right and special permit

condition. (3) The building setback distance along Gould Street and Highland Avenue has been increased from 20 feet to 50 feet. The noted 50-foot setback area is required to be a landscaped buffer area designed to screen the development from the street. (4) The required open space on the lot has been increased from 20 percent to 25 percent. (5) Permitted uses within the district have been expanded to include multi-family dwellings with an affordable housing requirement of 12.5 percent. (6) The special permit criteria for permit issuance has been expanded to include green building standards. With the rezoning, in time, this area should attract significant high value redevelopment consistent with the Town's land use objectives, which will be overseen by the Planning Board under its site plan review and special permit obligation. Detail of the zoning articles is presented below in the Fiscal Year 2021 Zoning Initiatives as Article 5 and Article 6.

Rezoning Initiatives

In Fiscal Year 2021 four major zoning initiatives as described below were adopted by Town Meeting. Articles 3 and 4 were presented at the October 2020 Special Town Meeting. Articles 5 and 6 were presented at the May 2021 Annual Town Meeting.

Article 3. Amend Zoning By-law - Avery Square Overlay District

Articles 3 and 4 are Zoning By-law amendments that are intended to facilitate the redevelopment of the currently vacant Carter Mill Building at the corner of Highland Avenue and West Street. The Carter factory and mill was established at that site beginning around 1865, and, for the next 125 years until approximately 1990, the factory and mill operated at that location. The building has become a well-known landmark in Needham.

In 1993, the building was approved for the Avery Crossing Assisted Living Facility and Avery Manor Nursing Home. In 1995, a small portion of the building was also approved for medical office use. In 2017, Avery Crossing and Avery Manor were closed, as well as the medical offices, and the building has remained vacant since that time. The Bylaw amendments will allow the empty Carter Mill building to be renovated to create a senior housing community (155 units are proposed), including age restricted Independent Living apartments (72 units proposed), Assisted Living apartments (55 units proposed), and Memory Care units (28 units proposed). Accordingly, Article 3 proposes to create the Avery Square Overlay District ("ASOD") and lays out the regulatory framework for the new overlay district, while Article 4 describes its geographic boundaries. The boundaries of the ASOD match the boundaries of property on which the former Carter Mill building sits, except at the southern end of the property, where the overlay district boundary matches the boundary of the Avery Square Business District. The overlay district's key provisions are summarized below.

- **Permitted Uses**

The ASOD Article lists the uses that are allowed as-of-right or by special permit. The use schedule largely mirrors that of the underlying Avery Square Business District with the following additional uses allowed by special permit: Assisted Living and/or Alzheimer's/Memory Loss Facilities; Independent Living Apartments; and Mixed-use buildings containing, as primary uses, such uses as are allowed by special permit or by right in the Avery Square Overlay District or the Avery

Square Business District, as well as accessory uses subordinate to and customarily incidental to the primary uses.

The ASOD Article specifies that the Planning Board will be the Special Permit Granting Authority for all such special permits.

- **Allowable Building Height, Number of Stories, and Building Bulk**

The maximum allowable building height (including mechanical structures such as HVAC equipment) in the ASOD is 44 feet. The building may include, but not exceed, four (4) stories, all of which may be occupied. At present, the building includes three stories, all of which were occupied while the Avery Crossing Assisted Living Facility and Avery Manor Nursing Home were in operation. The maximum floor area ratio ("FAR") in the ASOD is 1.1.

- **Restrictions on the 4th Story**

Under the Article, the total floor area of any fourth-floor addition to the existing building may not exceed thirty-five percent (35%) of the total roof area of the existing building. For the fourth story, minimum setback requirements, measured from the façade(s) of the building, are as follows: from the eastern facade of the building (facing Highland Ave), fifteen (15) feet; from the northern façade of the building (closest to and facing West Street), one hundred and ten (110) feet; from the western facade of the building, zero (0) feet; from the southern facade of the building, thirty-five (35) feet. No fourth story setback from the north-facing building façade would be required with respect to any portion of any building that is set back from West Street at least two hundred (200) feet. The minimum setbacks and limit on the percentage of the existing footprint of the building that can be used for a fourth story will reduce the visual impact of the fourth story.

- **Affordable Housing**

In the ASOD Warrant Article, twelve and one-half percent (12.5%) of the Independent Living Apartments must be affordable units. Fractions are rounded up to the nearest whole number. There is no affordable housing requirement for Assisted Living and Alzheimer's/Memory Loss Facilities.

Article 4. Amend Zoning By-Law – Map Change to Avery Square Overlay District

This article describes the geographical boundaries of the new Avery Square Overlay District, which is bounded on the north by West Street; on the east by Highland Avenue; on the south by the northern and western boundaries of the property located at 1049 Highland Avenue and the northern boundary of the property located at 95 Dana Place; and on the west by the MBTA commuter railroad right-of-way.

Article 5. Amend Zoning By-law – Highway Commercial 1

Article 5 proposes to create the Highway Commercial 1 District and lays out the regulatory framework for the new overlay district.

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- **Schedule of Uses**

First the article details the uses allowed by right and those by special permit in the new Highway Commercial 1 Zoning District. Key changes to the use listing include allowing up to 240 units of multi family dwelling units; allowing greater retail by special permit for more than 5,750 sq. ft. and less than 10,000 sq. ft. (current limit 5700 sq. ft.); allowing grocery stores of up to 10,000 square feet by special permit; clarifying medical services allowed by right and by special permit (as was done in the Needham Crossing zoning); standardizing the medical laboratory and research and development defined uses; allowing by right more than one use and more than one building on a lot; changing theaters, bowling alleys, skating rinks, billiard rooms and similar commercial amusement or entertainment places from by right to special permit; deleting indoor movie theaters from allowed uses; precluding single family detached dwellings from allowed uses; and precluding certain industrial uses in the district including, inter alia, commercial garages, contractor's yards, lumber or fuel establishments, medical clinics, and previously allowed warehousing, manufacturing and industrial services. The purpose of the use changes are: (1) to ensure that uses allowed by right or by special permit will maximize the economic value of redevelopment to the Town; (2) to ensure that the permitted uses within the district are consistent with the Town's land use goals for this gateway location and the Highland Avenue Corridor; and (3) to subject certain uses presently allowed by right to the special permit process so that they may be properly vetted by the permit granting authority as to impacts and mitigation.

- **Dimensional and Density Requirements**

Second the article creates the dimensional requirements for the new Highway Commercial 1 zone. The article establishes height restrictions for the district based upon measured distance from Gould Street and Highland Avenue. For the as-of-right circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 35 feet and 2 ½ stories and beyond 200 feet to a maximum height of 56 feet and 4 stories. For the special permit circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 42 feet and 3 stories and beyond 200 feet to a maximum height of 70 feet and 5 stories. (The current zoning allows 30 feet or two stories.) The article further changes the front setback to 5 feet for all roadways internal to the site such as TV Place. This 5-foot front setback is applicable across the district unless the building height exceeds 35 feet, in which case the front setback increases to 15 feet, or the building sits on Highland Avenue or Gould Street, where a 50-foot landscaped vegetative buffer is proposed or along the layout of Route 95/128 where a 20-foot landscaped vegetative buffer is proposed. (Current front setback is 20 feet except along Gould and Highland where a 50-foot building setback and landscape buffer is imposed.) The side and rear setback change to 10 feet unless the building height exceeds 35 feet, in which case the setback is increased to 20 feet for all side and rear setbacks not abutting the MBTA right-of-way. (The current side setback is 20 feet, and the current rear setback is 10 feet).

Third the article creates a maximum lot coverage requirement of 65% and an open space requirement of a minimum of 25%. (The current zoning contains no such requirements.) Changes are also made to the maximum FAR; a maximum FAR by right would be .70; the FAR may be increased up to 1.35 by special permit provided certain findings are made. The amendment clearly sets out the specific factors which will allow the exercise of the Board's special permit granting authority. The proposed zoning also sets out the maximum uninterrupted façade length that is

allowed—200'. (The current zoning allows a FAR of only 0.5 and in very limited special circumstances 0.65-0.75.)

Finally, the new zoning restricts the bulk, height, and location of a parking garage, even if it is for an as-of-right development. A parking garage may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet nor may it be located within 250 feet of Highland Avenue or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board.

Article 6. Amend Zoning By-Law – Map Change to Highway Commercial 1

This article describes the geographical area proposed to be placed in the new Highway Commercial 1 zoning district. The affected area is generally bounded on the north by the Massachusetts Transit Authority (M.B.T.A.) commuter railroad right-of-way, on the east by the Circumferential Highway, known as Route 128/95, on the south by Highland Avenue and on the west by Gould Street. The subject land was previously located in the Industrial 1 zoning district.

Future Challenges

The key challenges facing the Planning Board and Department over the course of the next five years will be securing the successful implementation of the Needham Center Plan, the Land Use and Zoning Plan for the Needham Crossing Business Center and the now in progress Affordable Housing Plan. As relates Needham Center, the State has made mixed-use smart growth development, as envisioned in the Needham Center plan, a priority and has provided the financial assistance required to secure its implementation. Ensuring that Needham takes advantage of its key strategic advantage, namely, four commuter rail train stations, to access those funds and to promote plan objectives remains a key priority and challenge. Additionally, unlocking the economic potential of the Needham Crossing Business Center remains an important goal of the Board and Department.

As relates the Needham Crossing Business Center, the Department continues to work with major Needham Crossing Business Center developers to foster economic development and to identify and secure associated state infrastructure grants. Further, the Department remains committed in its effort to renew and foster its work with the City of Newton in relation to Highland Avenue/Needham Street improvements and mass transit uses of the abandoned rail bed. Finally, creating a streetscape design for the Needham Crossing Business Center District and securing its implementation remains a high departmental priority.

In closing, the Planning Board welcomes your participation in any of its meetings and your expression of agreement or disagreement on positions the Board has chosen to take regarding the development of the Town.

ZONING BOARD OF APPEALS***Members****Jon D. Schneider, Chair**Jonathan D. Tamkin, Vice Chair**Howard S. Goldman, Member**Kathy Lind Berardi, Associate Member**Peter Friedenberg, Associate Member****Staff****Daphne M. Collins, Zoning Specialist***Purpose**

The Zoning Board of Appeals is a quasi-judicial body that serves the community by hearing and making decisions on applications for special permits, variances, 40B comprehensive permits, and appeals to decisions of the Building Inspector. Most matters that come before the Board are initiated by residents or businesses seeking relief under the Town's Zoning By-laws. Each application is processed in accordance with the legal requirements established under the Massachusetts Zoning Act, the Town's Zoning By-laws and the Board's Rules and Regulations. The Board also handles Comprehensive Permits under Chapter 40B which are initiated by developers seeking to build multi-family dwellings that do not comply with local zoning. Under Massachusetts General Laws, Chapter 40B the Board acts for all Town agencies and is governed by the rules and regulations of the Massachusetts Department of Housing and Community Development.

The Board of Appeals consists of three regular members and two associate members appointed by the Board of Selectmen, as authorized and established by Massachusetts General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

FY2021 Statistics

The Board of Appeals conducted thirty-two (32) public hearings and listened to four (4) informal/administrative matters. The Board of Appeals received twenty-nine (29) applications – twenty-eight (28) relating to Special Permits, and three (3) involving Variances. The Board issued twenty-seven (27) Decisions in FY 2021. Two applications were withdrawn. The informal/administrative matters consisted of a permit renewal for the temporary sale of Christmas Trees; the adoption of the NUARI (Needham United Against Racism Initiative) vision statement; a Plan Substitution to an existing Special Permit at 260-262 Rosemary Street; and an amendment to the ZBA Application Process to require a consultation with the Building Commissioner prior to an application submission.

The FY2021 Decisions reflect a wide range of matters: Residential Use; Commercial Use; Accessory Dwelling Units; Demolition and Reconstruction of Two-Family Units and Single-Family Residences; Parking Waivers; Additional Garages and Alterations to Non-Conforming Structures.

In FY 2021, the Board of Appeals collected \$8,300 in application fees.

Highlights

5 TV Place: The Board granted a Special Permit Amendment to Hearst Station Inc. to allow the WCVB-TV to operate either a Bell Jet Ranger 206 or Eurocopter-Airbus AS350 helicopter.



WCVB-TV Eurocopter – Airbus AS350

Accessory Dwelling Units (ADU): In the second year after the adoption of the ADU By-Law the Board granted six Special Permits allowing the construction of ADUs. The ADU By-Law permits a second, subordinate, self-contained apartment in a single-family home to be occupied by family and/or caregiver of the owner of the property. The ADU can be no greater than 850 square feet.



1625 Great Plain Avenue (ADU under construction at left)

1545 Central Avenue: The Board granted a Special Permit to the Needham Pool and Racquet Club to allow the first paddle courts in Needham. The Board held a Site Visit in the evening at

the Wellesley Country Club to observe games being played at two paddle courts where eight players were engaged in paddle tennis. In addition, the Board members listened to the game from a distance of 360 feet to simulate the approximate distance of the closest resident to the proposed courts to have an understanding of the sound impact.



Needham's First Paddle Courts, Needham Pool and Racquet Club, 1545 Central Avenue

The Board granted Special Permits for small businesses who sought to launch new enterprises or modify an existing business. Cookie Monstah at 1257 Highland Avenue opened to great anticipation; and Bakers' Best Inc. at 150 Gould Street expanded its business to allow for take-out.



Cookie Monstah, 1257 Highland Avenue

As a result of reviewing the application process, the Board took the opportunity to update all its application materials to provide design uniformity and clarity. These materials are available electronically and on the Board website.



ZBA Updated Documents

BUILDING DEPARTMENT

David A. Roche, Building Commissioner

Erik J. Tardif, Asst. Building Commissioner

Jim F. Grover, Local Building Inspector

Bernard E. Ashley, Local Building Inspector

Larry V. Di Bona, Plumbing & Gas Inspector

Cyril R. Kavanagh, Assistant Plumbing & Gas Inspector

Scott W. Chisholm, Wiring Inspector

Michael DeRubeis, Assistant Wiring Inspector

Lyn B. Heintz, Administrative Specialist

Richard R. Rutherford, Department Assistant

Sheila M. Whisler, Department Assistant

Purpose

It is the objective of the Building Department to ensure the quality of life of those who live, work and visit Needham by promoting safety in the construction, use and occupancy of buildings throughout town.

The Building Department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with:

- Zoning By-Laws
- Massachusetts State Building Code
- Massachusetts State Fuel, Gas and Plumbing Code
- Massachusetts State Electrical Code
- Town of Needham Sign By-Law

For public safety, The Massachusetts State Building Code also requires this department to inspect public buildings and places of assembly. This includes all:

- places of worship
- day care sites
- state group homes
- nursing home facilities
- Beth Israel Deaconess Hospital
- Charles River Center
- public schools
- private schools
- school dormitory buildings
- apartment buildings
- hotels
- restaurants

All require inspections throughout the year to ensure that these structures comply with the building codes for public safety, ingress and egress.

Personnel Changes

The Building Department hired one part-time Assistant Plumbing & Gas Inspector and one part-time Assistant Wiring Inspector at the beginning of FY2021.

FY2021 Highlights

- 4,412 permits issued
- \$1,885,000.00 collected in fees
- 6,810 inspections performed, *plus* emergency calls from Police and Fire
- \$167,914,000.00 spent by Needham property owners to construct or remodel
- Major Projects:
 - Fire Station I, Public Safety Headquarters and Fire Station II
 - 140 Kendrick Street spent over \$9,000,000 in renovations
 - 865 Central Avenue/ North Hill residential dwelling unit renovations

Activity Compared with Recent Years: Number of Permits

	FY2018	FY2019	FY2020	FY2021
New Single-Family Dwellings	84	74	78	70
New Two-Family Dwellings	9	9	13	5
New Multi-Family Dwellings	0	0	0	0
New Non-Residential Buildings	5	3	2	0
Accessory Dwelling Units			2	3
Demolitions - Residential	90	84	77	69
Demolitions – Non-Residential	3	3	3	0

NEEDHAM FIRE DEPARTMENT

Dennis X. Condon, Fire Chief

Purpose

The mission of the Fire Department is to provide the Town of Needham with an effective, well-trained team of professionals to protect the lives and property of its residents. This mission is achieved through providing fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education.

FY2021 Highlights

- In April, 2021, after a 34-year career of dedicated service to the Town of Needham, Deborah Bonanno retired, as Director of Administrative Services.
- In late summer of 2020, Fire Administration and Station One personnel moved into the New Fire Headquarters portion of the now completed Public Safety building. This building has improved safety features designed with the long-term health and safety of all department personnel in the forefront. The designs include “Hot” and “Cold” zones which keep contaminated equipment, apparatus, and bunker gear away from where day to day work and living spaces. In addition, the new building has a state-of-the-art bunker gear contaminant extractor and drying cabinet, along with an SCBA and small equipment washer to aid department in aspiration of reducing the instances of occupational cancer. Training was provided to all personnel on the proper use of this equipment which will help keep them healthier throughout the decades to come.



- The department took delivery of a new E-One Typhoon Fire Engine (Engine 2) as part of our fleet replacement program. Greenwood Fire Apparatus followed delivery with

training for all firefighting personnel on the vehicle's various features, mechanisms, and functions.

- Department personnel also received training on other new equipment, including electric battery powered Amkus Jaws of Life tools, Paratech stabilization struts and Multi Force air lifting bags. This equipment will better assist firefighters in the field to stabilize vehicles and extricate victims of motor vehicle accidents and other instances where people might be trapped.
- The hard-wired Fire Alarm system, which had been used throughout town for over 100 years, has now been fully converted to a radio alarm system for all Town Buildings and some private concerns. This system is superior at withstanding the challenges presented by New England weather than the original hard-wired system, which often was interrupted by falling trees and limbs requiring costly repairs.
- As with the entire community, the department continued to face the huge challenges presented by COVID19. The pandemic affected every aspect of our department and the services we deliver. Paramedics and EMT's were faced daily with the challenge of responding to ill patients, while taking additional safety precautions to keep them and the people we responded to healthy and safe.
- To help ease the burden of isolation due to the stay-at-home orders, the department participated in numerous birthday and other milestone events with drive-by parades. This truly helped to lift the spirits of young and old alike during lock downs.
- The department entered the third and final year of the SAFER grant received from FEMA. This grant has enabled the Department to institute a second full time Advanced Life Support ambulance out of Station Two in Needham Heights. This and the additional personnel allow us to meet initial response criteria as developed by the National Fire Protection Association.
- The Department responded to 3,707 emergency incidents of which 1,923 were EMS related. Fire Inspection and Prevention responded to 1,975 calls for service. These overall numbers were down due to the COVID pandemic and the associated lockdown periods, which resulted in fewer athletic injuries, auto accidents and other incidents along with suspended construction and home sales.
- Emergency Management supported the Town's response to COVID-19 by activating and training the Needham Emergency Operations Center and working with the Massachusetts Emergency Management Agency to acquire 1,300 N95 masks, 2,000 surgical masks, and 800 gowns for the Needham Fire Department Emergency Medical Services.
- Michael Lethin was hired as the Emergency Management Administrator in August 2020. He had previously worked as a fulltime Emergency Manager in the Massachusetts Air National Guard and been a public health preparedness intern at the Boston Public Health Commission.

NEEDHAM POLICE DEPARTMENT

John J. Schlittler, Chief of Police

Purpose

The police mission is the maintenance of social order within carefully prescribed ethical and constitutional restrictions. This mission contains the following elements:

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-Criminal conduct
- Performance of Miscellaneous Services

Consistent with the above, the Department mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility.

The Police Department is established under the authority of Massachusetts General Law, Chapter 41, Section 97A.

Police Department Employees

During the year the full-time staff included:

- 53 sworn police officers
- 5 public safety dispatchers
- 1 Animal Control Officer
- 2 Civilian Clerical Staff
- 1 Mechanic and 1 Custodian
- In addition, the Department maintained nineteen traffic crossing supervisors to staff school traffic crossings.

Personnel Changes FY2021

- Sergeant Thomas McNiff retired with 26 years and 4 months of dedicated service.
- Detective Paul Droney retired with 37 years of dedicated service.
- Officer David Eldridge III retired with 33 years and 5 months of dedicated service.
- Officer Karl Harmon retired with 34 years and 4 months of dedicated service.
- Officer Austin Broderick joined the Needham Police Department upon graduating the Reading Police Academy.
- Officer Justin Young joined the Needham Police Department upon graduating the Reading Police Academy.
- Brandon Johnson was hired as a Public Safety Dispatcher.
- Crossing Guard Maryanne Parlato retired with 28 years of dedicated service.
- Michael O'Neal was hired as a crossing guard.
- Kimberly Kidders-Montoya joined the Department (in partnership with the Dedham Police Department) as a Law Enforcement Clinical Support through Riverside Community Care.

Department Assignments FY2021

- Lieutenant Christopher Baker was promoted to the rank of Deputy Chief
- Officer Adrienne Anderson was assigned to the Detective Division.
- Officer Nicole McMahon was assigned as a School Resource Officer
- Officer Kelley Scolponeti was named the new Community Service Officer
- Officer Steve Kelly was certified and assigned as a Department car seat technician.
- 25 child safety seats were installed by Officers Kelly and DeSimone. Due to Covid restrictions this was halted during a portion of the year.

The Department continued to adjust to policing during the Covid 19 Pandemic. Officers adjusted their practices when possible to protect the health and safety of the public and of each other.

The Department continued to participate in regional activities with other area police departments to combine resources and maximize service in areas involving investigative activity, communication technology and tactical deployments.

Chief Schlittler was presented with the ‘Chief Hector Pelletier Award’ from the Jimmy Fund. The award is for outstanding service to the Jimmy Fund.

Officer David Forte received the “Commendation for Excellence in CIT” award from the Norfolk County CIT-TTAC in recognition of Officer Forte’s contributions to the department and community in the principles of the CIT (Crisis Intervention Training) Model, in providing compassionate and informed service to the Town of Needham.

Officer Rocket, a golden retriever, passed his final exam becoming a fully certified Resource Dog. Rocket is a trained Community Resource Dog and a valuable supplement to Needham Police Department resources. The functions of Rocket include providing interactions with members of our community to reduce anxiety and increase communication between police officers and members of the public, to provide comfort for people during times of crisis, and to provide aid and comfort to individuals, groups and communities impacted by violence, tragedy, or traumatic events. Rocket is also a beneficial tool in fostering dialog and communications between the Needham Police Department and the community we serve. Rocket provides another option in the Department's community policing efforts, particularly in partnership with the Department’s School Resource Officers and Crisis Intervention Team.



Technology & Projects FY2021

- Needham Police installed the Milo Interactive Simulation Training Range. The MILO Range has interactive scenarios for use of force, tactical judgment training, and firearms training systems. MILO offers scenario-based police training that requires the trainee to choose the appropriate tactic, whether that requires the use of a weapon or not.
- The Police Department continued to develop and utilize new technology to improve the efficiency of the Department. The Department's goal is to improve information sharing and improve efficiency by eliminating multiple applications currently being used and reducing maintenance costs.
- The Department, through a grant, purchased seven Lidar Speed Radars. Lidar speed guns are used by the police to measure the speed of vehicles for speed limit enforcement purposes.
- Kimberly Kidders-Montoya joined the Department as a Law Enforcement Clinical Support through Riverside Community Care. Prior to working at Riverside, Kim worked as a therapist for the past three years with children, adolescents, and their families in DCF, and DMH care throughout the state of Massachusetts. Kim worked with our Community Outreach Officer and provided officers with clinical oversight to the support services.
- Answering Point and Regional Emergency Communication Center Support and Incentive Program. The grant funding to each primary 911 call center is based on the previous years 911 call center volume. During FY 2021 the Department was allocated \$98,451. The Department was also allocated \$34,441 in 911 and Emergency Medical Dispatch training. The Department was also allocated \$14,225 under the Highway Safety Mobilization Grant for mobilization enforcements such as Drive Sober or Get Pulled Over, Distracted Driving, Speeding and Click it or Ticket.
- The Department continued its involvement in the Community Crisis Intervention Team (CCIT). The team is a community partnership with multiple agencies including the Board of Health and Fire Department. The primary objective is to promote communication and enhance the response of public and private agencies when summoned to intervene with individuals who are mentally ill, developmentally disabled or experiencing trauma in their lives. The Department sent multiple officers to receive this CCIT specialized training.
- The Department once again participated in First Responders "No-Shave November." Members of the Police Department took a pledge to grow a beard in support of Veterans & their families for November. The initiative benefited Project Home Base, a Red Sox Foundation and Massachusetts General Hospital Program.
- The Department participated in "Coffee with a Cop" via Zoom. The initiative brings police officers and community members together at various locations around Town to discuss issues and learn more about each other.
- The Department was able to resume the successful Junior Police Academy. The Police Department, in collaboration with Needham Youth and Family Services, offered a week-long Junior Police Academy for rising 7th and 8th graders. This program is offered free of cost and held at both the Pollard Middle School and the Needham Police Department. Students participated in K-9 demonstrations by the Norfolk County Sheriff's Department, a METROLEC SWAT presentation and obstacle course, and a tour of Gillette Stadium. Other activities have included simulated traffic stops, recreated crime scenes, and

handcuffing practice. In addition, students had the opportunity to meet multiple Needham Police Officers. At the end of the week, students and their families gathered at the Needham Police Department for a graduation ceremony and each student was presented with a graduation certificate by Chief Schlittler.

FY2021 Activity compared with recent years

Category	FY2019	FY2020	FY2021
Calls for Service	49027	48930	44387
Incident Reports	1425	1554	2173
Larceny	164	105	112
Vandalism	64	38	50
Breaking and Entering	11	23	15
Assaults	32	75	54
Drug Violations	28	21	23
Operating under the Influence	26	21	17
Adult Arrests and Complaints	287	342	211
Juvenile Arrests & Complaints/Diversion	8	11	6
Traffic Violations	4897	4344	2360
Accidents Reported	424	381	330

The distribution of illicit drugs in Town continues to be a major concern of the Police Department. The Police Department was involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin. The Police Department will continue to aggressively address the distribution of illegal narcotics through enforcement, education and community partnerships. Department representatives attend quarterly Norfolk County meetings held by District Attorney Morrissey in an exchange of information and investigative techniques regarding the opioid crisis.

- The number of reported breaking and entering cases decreased from the previous fiscal year.
- Reported assaults decreased this year from 75 to 54.
- Adult arrests and complaints decreased from the previous year. Juvenile arrests and complaints also decreased.
- In FY 2021, due to the pandemic, the Department did not bill false alarm fees.
- To keep unwanted and expired prescription medication out of the hands of children, the Police Department participates in a prescription drug take-back program. Through a combination of a prescription drug disposal safe located in the police department lobby and a semi-annual drug take-back drive, the Department collected and safely disposed of 928 pounds of unwanted medication in FY2021.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Edward A. Bouquillon PhD, Superintendent-Director

Return to In-Person Learning

Minuteman Regional Vocational Technical School District provides high quality career and technical education (CTE) that is the choice of increasing numbers of students from our nine member towns. After a full school year of hybrid learning, Minuteman students returned to school in-person on August 28, 2021. All are grateful for the return to in-person instruction that is essential for CTE and the attainment of competencies and skills that support career entry and post-secondary success.

In-District Enrollment Continues to Increase

Minuteman began the 2021-22 year by welcoming 195 new ninth-grade students, its largest freshman class in more than 20 years. Ninety-six percent (or 188) of freshmen reside in one of Minuteman's nine member towns. Across grades 9-12, member enrollment is 82%; in 2017-18, member enrollment was 59%. There are 31 students from Needham attending Minuteman this school year compared with 27 in FY21, 24 in FY20, and 21 in FY19.

Presently, 655 students are enrolled at Minuteman, exceeding the 628-student design enrollment of the new school. The Minuteman School Committee is actively pursuing cost effective strategies to expand the enrollment capacity of the campus to 800 students. The goal is to accomplish this by the fall of 2023 with no additional borrowing.

In 2015, Minuteman had 336 member-town students compared to 538 in 2021 – a 60% increase. Applications from our member towns have increased each year for the past four years. At the time this report was filed, on in late February 2022, Minuteman had received 303 member-town applications for approximately 175 freshman slots for FY23, representing an increase of more than 30% in member-town applications over four years. Needham applications are up again at this point in the process.

With the shift in enrollment to almost all member-town students, there is a parallel decrease in the non-member student tuition and capital fee revenue received. For the past 30 years, Minuteman has used this revenue to reduce member town assessments. With the current member town enrollment trend, Minuteman projects that non-member revenue will not exist by FY25. The FY23 budget reflects the first year of this three-year transition to member towns fully funding the operations and debt obligations of the district.

Capacity-building projects include the expansion of the Metal Fabrication/Welding lab on an existing foundation; and the renovation of the East Campus building to accommodate the Veterinary Assisting/Animal Science clinic and training area. As appropriate, our students in the trade areas are using these expansions as program projects.

Expanding Pathway Programming to Meet Student, Industry Needs

To meet rising student interest and occupational demand, Minuteman launched an Animal Science program in the fall of 2021. Open this year to ninth graders who will major in the program for four years once selected, Animal Science provides students with practical hands-on skills in veterinary clinics and hospitals. Students will receive industry-recognized credentials, which allow them to obtain entry-level jobs upon high school graduation or continue their education to pursue a technical or professional career.

Veterinary medicine is one of the fastest-growing industries in America. According to the U.S. Bureau of Labor Statistics, employment opportunities will grow 16% by 2029; compared with 4% across all industries. During the pandemic, 20% of all households acquired a new dog or cat, according to the ASPCA.

Minuteman continues to meet workforce development needs through its adult evening programming, offered through Minuteman Technical Institute (MTI). With support from the Commonwealth's Career Technical Initiative, MTI continues to provide programming in carpentry, CNC (computer numeric control) machine operation, and bio/medical laboratory technician training. In June 2021, MTI graduated a carpentry class of all women, which was held in collaboration with the North Atlantic States Regional Council of Carpenters (NASRCC) of Boston. Member town post-secondary students receive a reduced tuition.

Athletics, Facilities Usage Expanding

The first of three new synthetic turf athletic fields opened in October 2021 to host football games and other sports on the Minuteman campus. The fields are located at the site of the old school building, which was torn down following the opening of the new, state-of-the-art building in 2019. The first field that opened is a multi-sport synthetic turf field with an adjacent competitive running track. In April of 2022 the baseball/multipurpose and softball fields will be ready for play. All fields are lighted to expand utilization and enhance field rental revenues.

Minuteman had been without home fields for five years. Minuteman will no longer need to rent athletic spaces and will see reduced transportation costs. Minuteman recently hired a Facilities/Event Coordinator to focus on renting facilities and increasing revenue by hosting mission-compatible outside groups and organizations.

Accomplishments and Highlights

Minuteman High School alumni are well known for their college and career success after graduation – and the Class of 2021 was no exception. Since graduation, 98% of recent graduates reported enrolling in college/university or employed. Of that total, 67% were in a two- or four-year college/university, and 23% were employed in their trade of study.

There were six Needham graduates from the Class of 2021:

Samuel J. Danna, a Metal Fabrication and Welding major.

Cameron W. Hebert, a Plumbing major. Hebert received the Digital Federal Credit Union Award and is working as a plumber apprentice for United Mechanical of Wakefield.

Drew A. Humberstone, a Horticulture and Plant Science major. Humberstone received five scholarships from Minuteman and will attend University of Northwest Ohio to study technology.

Christopher T. Lesanto, an Automotive Technology major. Lesanto is employed at an automotive repair center.

Peter T. Lilja, an Automotive Technology major. Lilja will attend Massachusetts Maritime Academy to study emergency management.

Matthew F. McIntyre, a Plumbing major. McIntyre received the John and Abigail Adams Scholarship and the President's Award for Outstanding Academic Achievement. McIntyre is working as a plumber apprentice with Doug Anderson Plumbing and Heating of Chelmsford and will attend night school to continue studying plumbing and heating.



NEEDHAM PUBLIC SCHOOLS

School Committee

Connie S. Barr, Chair

Matthew J. Spengler, Vice-Chair

Michael J. Greis

Elizabeth Lee

Andrea Longo Carter

Michael O'Brien

Aaron M. Pressman

Superintendent

Dan Gutekanst



Mission, Values, and Goals

The core values of the Needham Public Schools are: *Scholarship, Community, Citizenship, and Personal Growth*

PORTRAIT OF A NEEDHAM GRADUATE COMPETENCIES

Preparing all Needham Public Schools Students to be...

Creative Thinker and Problem Solvers

Raise questions driven by curiosity; Analyze relevant information; Express creativity; Design and innovate solutions

Communicators and Collaborators

Listen effectively; Articulate ideas using a variety of communication strategies and skills; Interact with others respectfully and productively; Contribute to teamwork

Socially and Culturally Responsive Contributors

Understand and respect diversity; Act with empathy and courage to ensure equity, access, and an anti-racist culture; Address local and global issues through civic and community engagement

Responsible and Resilient Individuals

Take responsibility for actions; Make healthy choices to achieve physical and emotional well-being; Self advocate; Persist to overcome personal challenges; Adapt to change

Empowered Learners

Discover and integrate content from multiple disciplines; Engage in self-directed learning; Use technology to support learning and navigate a digital world

The Schools

Needham has five elementary schools, one sixth grade school, one middle school (grades 7-8), and one high school. It has a strong reputation for academic excellence and also boasts a full range of co-curricular and out-of-school opportunities including after-school and summer programs.

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC) and ACCEPT Education Collaborative, consortiums of surrounding school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as sharing in high-quality, cost-effective education services such as professional development, innovative programming, and Special Education services that would be impossible for a single community to provide by itself.

During the 2020-2021 school year Needham enrolled 5486 students in its five elementary schools (k-5), two middle schools (6-8), and one high school (9-12), including the Preschool program. Needham also placed 71 out of district students. The enrollment breaks down as follows:

Preschool	50
Elementary	2468
Middle School	1295
High School	1673
Out of District Special Education Placements	71

2021 Performance Report

In September, the Needham Public Schools published an annual Performance Report, which was mailed to every Needham residence. The 2021 Performance Report is also posted to our website: www.needham.k12.ma.us. The district's 2021 Performance Report highlights a number of significant achievements during the 2020-2021 school year along with information on student data and comparisons to comparable communities. The entire publication is available to view on the Needham Public Schools website www.needham.k12.ma.us under: [News & Updates](#).



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Timothy Muir McDonald, Director

The Needham Department of Health and Human Services has four divisions: Aging Services, Public Health, Youth & Family Services, and Veteran's Services.

The work of Health and Human Services during fiscal year 2021 was completely shaped by COVID-19. Aging Services and Youth & Family Services provided almost all services remotely; there were many deliveries of meals and supplies to older adults and families with children; and outdoor activities were organized when possible. Public Health staff were either working directly on COVID-19 prevention and response or holding remote workshops and meetings while carrying on with essential inspections and meal delivery.

AGING SERVICES DIVISION

Council on Aging

Colleen Schaller, Chair, Penny Grossman, MEd, MBA, Vice Chair, Ed Cosgrove, PhD, Carol deLemos, MSW, Dan Goldberg, Helen Gregory, Susan Mullaney, Sandra Prinn, Ted Prorock, Lianne Reich, Mary Elizabeth Weadock, MSW, MS, Kathy Whitney

Staff

LaTanya Steele, MPA, Director of Aging Services, Danielle Arenda, Administrative Assistant, Michael Bear, Van Driver, Dylan Copley, Van Driver, Kerrie Cusack, MSW, LICSW, Social Worker, Steven DeCosta, Van Driver, Stacey Fallon, Administrative Office Support Specialist, Jen Garf, Program Assistant, Stephane Grably, Transportation Program Coordinator, Michelle Gucciardi, S.H.I.N.E Assistant Program Coordinator, Aicha Kelley, Assistant Director of Programming and Transportation, Kristen Lindley, MSW, LICSW, Social Worker, Jill McGovern, CMC, Clinician (started in FY 2022), Maryanne Messenger, Van Driver, Yustil Meija, Senior Custodian, Jessica Moss, MSW, LICSW, Assistant Director of Counseling and Volunteers, Katie Pisano, Program Assistant, Nathalie Steeves, Program Assistant, Annie Toth, Administrative Assistant, Tom Watson, Building Monitor, Kathy Worhach, S.H.I.N.E. Program Coordinator

Mission

The Needham Aging Services Division responds to the needs of Needham's older residents by providing a welcoming, inclusive, and safe environment with programs, services, and resources that enhance their quality of life and provide opportunities for growth. The Center at the Heights (CATH) serves as a focal point for supporting aging in the community.

Summary of Services

Aging Services offers a wide variety of programs and services to older adults and to their families. Services include daily meals; health benefits counseling; creative and social classes; special events and trips; outreach and home safety assessments; transportation; entertainment; information and referral; educational programs; fitness center; health and wellness; and volunteer opportunities. In addition, social workers provide counseling, case management, and support to older adults and to others in extreme circumstances.

Through the entirety of FY2021, the CATH building was closed to the public due to COVID-19, but Aging Services staff remained productive. Aging Services staff, in conjunction with community partners, offered remote support through recreational, educational and psychosocial programs as well a comprehensive food delivery program. Though the CATH building remained closed, Aging Services continued to offer innovative and accessible programs to serve the needs of older adults in the community.

COVID-19 Response

The COVID-19 pandemic has disproportionately affected people who are age 60 and older. In addition to the risk of serious disease, older adults are vulnerable to the extreme physical, social, and emotional health risks that result from social isolation.

When, in March 2020, the coronavirus forced the sudden closure of CATH, Aging Services staff immediately reformatted the delivery of services essential for healthy aging. All in-person programs were held virtually, and Aging Services Staff partnered with other community organizations, such as the Needham Community Council and BID-Needham, to offer new and innovative programs.



By FY2021, Aging Services staff and older adults in Needham began adjusting to a new 'normal,' and Aging Services remote programming and supports grew. Though Aging Services vans were no longer able to transport people due to COVID-19, grant funding allowed the Division to offer older adults free individual transportation for essential trips to within a 20-mile radius via a local taxi service. Aging Services staff developed and promoted new delivery-based programs such as daily meal deliveries; weekly recreational bag deliveries; weekly delivery of fresh produce; Sunday Supper Club, a weekly delivery of a prepared meal from Volante Farms paired with a Zoom conversation date; and a weekly bag of groceries from Trader Joes. Aging Services also received a grant from the MetroWest Health Foundation to expand the Tablets and Tutors program in partnership with the Needham Community Council. This program supplies older adults in Needham with a free electronic tablet, assistance accessing subsidized internet services if needed, and technology tutoring provided by staff and dedicated volunteers. These programs not only offered tangible resources to older adults in Needham, but also reduced isolation by fostering an ongoing connection to the CATH.

**Wonderful Wednesdays Halloween
themed Gift Bag!**

In the first full fiscal year of COVID-19, Aging Services staff and volunteers continued providing vital services and remained connected with older adults in Needham.

Program Highlights

- Aging Services launched a social work internship program with Boston University School of Social Work. The Aging Services Social Work Unit continued to provide case management and counseling to older adults in Needham. Services in FY2021 were primarily focused on the mental health needs of the community as incidence of anxiety

and depression increased in older adults, who are among the highest risk groups in this pandemic. In FY2021, the Social Work Unit served 481 individuals and logged 4,838 interactions, a significant increase from the previous fiscal year.

- 49 volunteers supported the Aging Services Division, with 1,742 hours. Volunteers shifted from providing coverage at CATH (assisting in the gift shop, front desk, and kitchen), to providing contact-free deliveries of essential items, check-in calls, vaccine appointment registrations, technology assistance, and more.

- The Programming Unit offered 308 sessions or events via virtual formats and saw total attendance of 5,871 across all sessions (this number includes individuals who attended more than one session). Programs included exercise classes (with equipment delivered to the home in some cases), concerts, discussion groups, and more. Because all programs were remote and free, tracking attendance proved challenging. However, the Programming staff developed innovative systems to both track and promote programs.



Resident receives lunch and grocery deliveries

- In December 2020, the Aging Services Division received a grant from the Metropolitan Area Planning Council. This funding allowed Aging Services to partner with JFK taxi and offer free taxi rides to older adults in Needham for essential trips to medical and vaccine appointments, grocery stores, and pharmacies. Through March 2021, this partnership provided transportation to 306 people for a total of 721 trips. The Aging Services Division transportation team, with the support of volunteers, also delivered 21,138 meals, 2,662 bags of fresh produce, 2,033 bags of groceries, 1,913 bags of recreational items, and 560 prepared meals for the Sunday Supper Club.
- SHINE (Serving Health Information Needs of Everyone) is a free service that provides health insurance counseling for Medicare beneficiaries and their caregivers. The MetroWest SHINE program had over 3,742 remote appointments during the FY 2021 Medicare open enrollment period (October-December 2020).

PUBLIC HEALTH DIVISION

Board of Health

Kathleen Ward Brown, ScD, Chair, Edward Cosgrove, PhD, Stephen Epstein, MD, MPP, Christina S. Mathews, MPH, Robert A. Partridge, MD, MPH, Vice Chair

Staff

Taleb Abdelrahim, MS – Emergency Management Support, Diana Acosta, MPH, REHS/RS – Environmental Health Agent, Hanna Burnett, MPH, RN – Public Health Nurse, Isabella Caruso, MPH – COVID-19 Contact Tracer, Monica DeWinter, MPH – Program Support Assistant III, Maryanne Dinell – Traveling Meals Program Coordinator, Maureen Doherty – Administrative Office Specialist, Kerry Dunnell, MSW – Special Assignment Support, Mary Fountaine, MSN,

RN – COVID-19 Public Health Nurse, Jessica Fuchs, MPH – COVID-19 Contact Tracer, Tara Gurge, MS, RS – Assistant Director for Community & Environmental Health, Christine Kenney, RN – On-call Public Health Nurse
Michael Lethin, MS – Emergency Management Administrator, Jane Lischewski – Administrative Office Specialist, Jane Lockhart, RN – On-call Public Health Nurse, Angela MacDonnell – Program Support Assistant III, Elaine Mahoney, RN – On-call Public Health Nurse, Tracy Mahoney, RN – On-call Public Health Nurse, Amy McInerney, MPH – COVID-19 Contact Tracer, Megan Moffett, RN – On-call Public Health Nurse, Karen Mullen, MBA – Program Support Assistant III, Shauna O'Brien, RN – On-call Public Health Nurse, Eileen O'Connell, RN – On-call Public Health Nurse, Susan Orsillo, RN – On-call Public Health Nurse, Monica Pancare, CP-FS – Part-time Environmental Health Agent, Alison Paquette, RN – On-call Public Health Nurse, Carol Read, M.Ed, CAGS, CPS – Substance Abuse Prevention Collaborative (SAPC) Coordinator, Lynn Schoeff, M.Ed – Professional Technical Support Specialist Karen Shannon, CPS – Substance Prevention Alliance of Needham (SPAN) Program Coordinator, Dawn Stiller – Administrative Analyst, Hannah Whitehead, MPH – Part-time Epidemiologist, Tiffany Zike, MPH, RN – Assistant Director for Public Health Nursing & Behavioral Health

Mission

The Needham Public Health Division is empowered through the Needham Board of Health by the Massachusetts General Laws ([Chapter 111](#)) to enforce state and local public health and environmental regulations.

The mission of the Division is to prevent disease, promote health, and protect the health and social well-being of the residents of Needham, especially the most vulnerable. The staff of the Public Health Division pursues this mission through a series of goals and objectives to:

- efficiently use Town operating budget funds, grant resources, and donations,
- actively cooperate and collaborate with state and local agencies and community partners,
- promote evidence-based health practices and data-driven program management, and
- advocate for policy and regulatory changes that promote health and well-being.

There are four units in the Public Health Division: Environmental Health, Public Health Nursing, Substance Use Prevention, and Traveling Meals.

Public Health in FY2021

When the Town's emergency management system was activated in March 2020, the Public Health Division assumed the primary role in the COVID-19 response. Timothy Muir McDonald, Director of Health & Human Services, served as Incident Commander, with Tiffany Zike, Assistant Director of Public Health for Nursing & Behavioral Health, as the Operations Chief. Those first few months of the pandemic was enormously challenging as staff ramped up the response while they were learning about the new virus. Along with contact tracing and case management, public messaging and guidance for the Town and local businesses began at this time and did not abate during FY 2021. Outbreaks and growing numbers of infected and sick people continued through the winter. When the vaccines were finally available in January 2021, the course of the Needham Public Health response changed. In addition to ongoing contact tracing, a mass vaccination campaign began. The Needham Public Health role continued

changing over time, as the Governor and the Mass Department of Health and Human Services adjusted their approaches to managing the pandemic.

In the 2020 Annual Report, the Public Health Division reported about its response during those first four months of the pandemic. That COVID-19 would define the Division's work for at least the following two years was unimaginable when the last annual report was written. Yet, while this document reports on FY2021, it is being written well into FY2022, while the world is still grappling with this extended pandemic.

In the face of the ongoing health emergency, Public Health has developed new ways to provide essential services, as the following pages show.

Public Health Nursing

Summary of Service

The Public Health Nursing Unit provides health education, advocates for the health of Needham residents and workers, tracks the health and wellbeing of residents, provides some immunizations and health screenings, and promotes healthy living. Public Health Nurses also assist eligible Needham residents to apply for some public assistance. One of the primary responsibilities of the public health nurses is to investigate and follow communicable diseases, a task that continued at monumental proportions through FY2021 with COVID-19.

Impact of COVID-19

COVID-19 remained a factor in local public health through FY2021. It continued to have a large impact on residents and Needham Public Health. The Public Health Nursing Unit continued its efforts in managing the pandemic in Needham and, by necessity, reduced or eliminated much of their usual work including in-person services such as blood pressure clinics and educational workshops. In FY2021 there was a great increase in interest for flu vaccine and the nurses provided over 1200 doses to Needham residents. FY2021 also saw the introduction of COVID-19 vaccines and standing up emergency dispensing sites, which was a large part of the focus in the second half of the fiscal year.

Response to the pandemic:

Communicable disease tracking, overwhelmingly for COVID-19, presented a significant demand on the nursing team. This included monitoring for disease clusters in the community and in business, and helping to educate residents, staff, and the community at large about quarantine and isolation. The Public Health Nursing Unit also provided education about the COVID-19 disease, how it spreads, how to stop it, and how to prevent infection.

COVID case investigations continued to be a high priority of the nursing unit. Throughout FY2021, the demand for case investigations rose, at times



Moderna vaccine supply

exponentially. A team of contact tracers came on board in early FY2021 to help manage the investigations. There were 1,698 cases of COVID-19 and over 1,400 contact case investigations in FY2021. FY2021 also saw close collaboration between Needham Public Health Nursing and Needham Public School Nursing.

These two teams worked together to monitor and investigate COVID-19 cases among Needham school-aged children. The public health nurses worked closely with all public and private schools to help maintain safe learning environments and case investigation. These public health efforts also included day cares and adult congregate living centers.

Planning for COVID-19 vaccination distribution began in early fall of 2020 and involved many town departments to help make it flow as easily as possible. Tiffany Zike, the Assistant Director for Public Health Nursing and Behavioral Health, worked as the Emergency Dispensing Site Director for vaccine distribution in Needham. The Public Health response team included Taleb Abdelrahim, Kristin Scoble, Hanna Burnett, and Mary Fountaine, along with many Medical Reserve Corp (MRC) volunteers. The Needham Fire Dept, part-time nurses, and many other town employees and residents came together to make sure that vaccinations were available to all who were eligible.

The first COVID-19 vaccination clinic was held on January 11, 2021 and was open to first responders and medical workers from Needham. Needham Public Health Nursing also supported Dover and Medfield in helping to vaccinate their first responders. From January 2021 to June 30, 2021, Needham Public Health held clinics on 37 days and administered over 7,000 vaccinations to residents in over 200 towns and cities. Approximately 600 MRC volunteers provided over 4,500 hours supporting the clinics.

As more of the population became vaccinated, there were many shifts in protocols, causing staff to adapt appropriately. As protocols changed, the Public Health Nursing staff was able to return to some regular nursing duties such as certifying summer camps, attending task force meetings, and it allowed the unit to host student nurses again.



COVID-19 vaccination clinic

Substance Use Prevention

The Substance Prevention Alliance of Needham (SPAN) uses a collaborative, community-based, and data-driven approach to reduce alcohol, marijuana, and other drug use among Needham youth. Through community education, partnership, and strategic action SPAN works to decrease risk and increase the protective factors associated with adolescent substance use to support youth in making healthy and safe choices.

Summary of services

SPAN provides substance use prevention education and awareness programs that help Needham youth understand and avoid the risks of substance use. Using the Strategic Prevention Framework (a national model), SPAN engages community members to plan, implement and evaluate these prevention programs.

Impact of COVID-19

Youth comprise the primary population served by SPAN's prevention work. Evidence from Needham Youth & Family Services indicates an increase in youth seeking counseling during the pandemic. Social isolation, adjustments to the remote learning environment, and the overall uncertainty created by the pandemic, have led to increased mental health needs among youth. In some cases, increased substance use accompanies youth mental health challenges.

When the schools closed in March 2020, the prevention programs that are typically offered during prom and graduation season were cancelled. A need for education and resources for youth and their families remained great and SPAN responded by reaching the community via virtual events and videos including:

- September 2020 – SPAN partnered with SALSA to produce an educational video for parents, *Insights on a Teen's Life*, which was shared with the Needham High School parent community.
- February 2021 - SPAN in partnership with the Needham Public Schools, launched the Vaping Cessation Program, a free, voluntary, and confidential resource available to all Needham High School students and administered by the Needham High School Health Office.



Medication Take Back Day, April 2021

- February 2021 - SPAN and Beth Israel Deaconess Needham Hospital hosted a webinar, *Navigating Screen Time, Digital Socializing and Parenting during COVID-19*, for 170 parents and community members.
- Spring 2021 - SPAN partnered with Natick 180 to host two virtual events, *Cannabis and the Teen Brain* and *The Tipping Point: When Youth Use Becomes Addiction*.
- In October 2020 and April 2021 SPAN partnered with the Needham Police Department to host two, in-person Drug Take-

Back Days for the community. The collection of unused and expired medications assists in the fight against the opioid epidemic by reducing the misuse of prescription medication. Between the Take Back Days and medication collected at the kiosk in the

Police Department lobby during the course of the year, there is a monthly average of over 50 pounds of medication collected.

Students Advocating for Life without Substance Abuse (SALSA) is a health advocacy club at Needham High School. The power of SALSA is based on the personal connection older youth make with Pollard Middle School students while teaching them how to resist peer pressure. Each year SALSA peer leaders present to over 400 eighth grade students in small group settings. The youth prevention advocates also educate their peers, partner with SPAN, build leadership and presentation skills, and advocate for policy change at the state and federal level.

The 2020-21 school year was SALSA's strongest to date. More than 200 Needham High School SALSA members contributed a record 1,350 hours of service in the community, both virtually and in person.

In November 2020, the students participated in the Massachusetts Youth Power Summit, joining high school students from across the state to connect, train, and strategize ways to make a difference in Needham and in Massachusetts.

In February 2021, two SALSA students attended the Leadership Forum of the Community Anti-Drug Coalitions of America to learn the latest strategies to fight substance misuse and to hear from experts and policymakers with a full day dedicated to Capitol Hill events. The forum brings

together 3,000 participants from anti-drug coalitions, government, youth groups, addiction treatment, research, education, law enforcement and faith communities.



SALSA with Norfolk County DA

In April, Needham youth met with U.S Representative Jake Auchincloss' staff, State Representative Denise Garlick, and Senator Michael Rush to advocate for a federal ban on flavored tobacco.

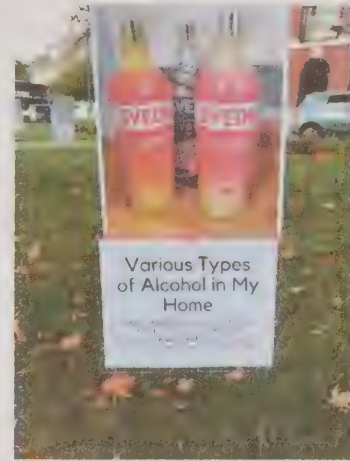
SALSA advocates received a \$1,500 prize from Norfolk County District Attorney Michael Morrissey's office in recognition of their strong leadership and prevention work in Needham.

Substance Abuse Prevention Collaborative

The Massachusetts Department of Public Health, Substance Abuse Prevention Collaborative (SAPC) regional grant was awarded to Needham in 2015 providing \$100,000 annually over six years to prevent underage alcohol use. The Needham Public Health Division is the lead agency working with the towns of Dedham, Norwood and Westwood to implement best practice prevention strategies to shift community norms on alcohol use and to reduce underage access to alcohol.

During the COVID-19 pandemic shutdown SAPC, prevention efforts focused primarily on youth outreach and support to mitigate the impacts of social isolation. SAPC staff met virtually and outdoors in person with over 60 high school students from four towns, building youth connections and promoting engagement in two prosocial group projects: which also served to educate community members on youth experiences.

- *SAPC's PhotoVoice; Hear Their Voices*, engaged 57 teens in a visual research project using photography to portray the impact of alcohol norms and use in their towns. (See the feature on the Needham Channel News: <https://www.needhamchannel.org/2020/10/under-the-influence/> .)
- *Promoting Health Together* project facilitated discussions and education on the mental and physiological experiences related to isolation. Encouraging peer-to-peer sharing and identifying positive coping strategies to enhance mental health and wellness. There were 34 youth that participated in six weekly meetings.



As the SAPC grant completed its final year in FY 2021, the towns of Needham, Dedham, Walpole, and Westwood applied for, and were awarded, the MassCall3 grant in June 2021. This grant will provide \$125,000 per year for continued regional work on youth substance use prevention.

The Traveling Meals Program

The Traveling Meals Program was started in 1977. Its purpose is to offer to homebound Needham residents a two-meal package that provides for their daily nutritional needs. Volunteers within the community deliver these meals to participants' homes and these volunteers often act as a safety check as they might be the only contact a resident will have that day.

When the Public Health Division ramped up the response to COVID-19, there was no interruption of service for Traveling Meals recipients. Thanks to loyal and dedicated volunteers and Beth Israel Deaconess-Leahy Healthcare, the program continued to run smoothly. All volunteers used proper personal protective gear to ensure that COVID guidelines were in place. The Traveling Meals program manager was thrilled that all the same volunteers continued to offer their services and strong commitment throughout the second year of the on-going pandemic and was very grateful for their continued service.

- Over 9,472 two-meal packages were delivered to more than 80 residents by 36 committed volunteers in FY2021.
- The fundraising committee, The Friends of Needham Board of Health and Traveling Meals, paid \$9,400 to provide meals for elderly and disabled Needham residents in need. Private donations were collected from residents wishing to provide financial assistance added to the Traveling Meals Program by residents wishing to provide financial assistance, combined with the help of Beth Israel Deaconess-Leahy Healthcare.



Traveling Meals volunteers

VETERANS' SERVICES DIVISION

Sarada Kalpee, Director of the West Suburban Veterans District

Nancy Blanchard, Deputy Director of the West Suburban Veterans District

William Topham, Care of Graves

Purpose

The West Suburban Veterans' Services District (W.S.V.S.D.) includes the Towns of Wayland, Needham, Wellesley, Westwood and Weston. Director Sarada Kalpee and Deputy Director, Nancy Blanchard are the Veteran Service Officers for the district. They continue to work with their resident veterans and their families within the district to assist them in receiving entitled benefits and services that they deserve in accordance with the provisions of MGL Chapter 115. The district office also assists veterans and their spouses in negotiating the challenging bureaucratic procedures that are associated with the state and federal government by providing assistance for applying to the VA Health Care system and VA benefits applications for disability and pension claims.

During FY2021, \$10,766.19 was expended in public assistance for Needham resident veterans and their families. These expenses were dispersed in accordance with MGL c115. Veterans returning from Afghanistan, Iraq, and other combat areas from around the globe will require encouragement, guidance, and assistance in their transformation back to civilian life. In addition, aging veterans may require greater assistance with their healthcare benefits and other needs.

West Suburban Veterans District

The West Suburban Veterans' Services District is anticipating an exciting year working with veterans, their families, and the entire Needham community. Needham Office Hours are held on Thursday's from 9:00 a.m. to 11:30 a.m. at the Center at the Heights and then 12:00 p.m to 4:00 p.m at Needham Town Hall. Our main office is in Wellesley and we can schedule an appointment at your convenience at any of the office locations or a home visit if needed.

Please feel free to contact us at O: (781)489-7509 C: (781)850-5504, or email skalpee@westsuburbanveterans.com or nblanchard@westsuburbanveterans.com.

YOUTH & FAMILY SERVICES

Youth Commission

Julie Stevens, Chair, Kevin Keane, Vice Chair, Adrienne Anderson, David Bookston, Arina Collin, Karen Mullen, Susan Patkin, Joshua Tuttleman

Staff

Sara Shine, MSW, LICSW, Director, Emily Ambeau, MSW, LCSW, Ben Aronson, MA, LMHC, Megan Carleton, LMHC, Katy Colthart, MSW, LICSW, Sarah Magaril, LMHC, Kristin Scoble, Carolyn Tracey, MS, LMHC, Christine Weitzel, MSW, LCSW

Mission

The Needham Youth & Family Services Division provides leadership and a community focus on youth and family issues and promotes community wellness. The Division accomplishes this mission through advocacy, education, partnering with other organizations, and providing high quality programs and counseling services.

Summary of Services

Youth & Family Services offers free clinical counseling services to the residents and students of Needham. In addition to ongoing individual and group therapy, the Division provides crisis support to individuals and to the community. Therapeutic groups include topics such as social skills, substance use prevention, self-esteem, expressive art groups, and parenting support. The Division offers webinars, workshops, trainings, employment assistance, and enrichment activities for children and adolescents. Other non-clinical offerings include webinars and workshops to discuss social media impact on youth, strengthening executive function during remote learning, and recognizing signs of mental health difficulties.

- **Individual, Family and Group Counseling:** The masters level clinicians at Youth & Family Services are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drug or alcohol use, stress, anxiety, and other mental health concerns. As part of these clinical services, Youth & Family services also offers specialty programs such as our 15-hour Substance Abuse Awareness Program and a 10-hour Behavioral Intervention Program. In FY2021, 1322 hours of counseling were provided to Needham youth and their families. In addition to direct service, clinicians attend treatment meetings and provide consultation, advocacy and outreach for residents and family members. Besides individual and family counseling, group counseling is offered in the community and in the school setting. This past year therapeutic groups included social skills, coping skills, art therapy, wellness, self-esteem, substance use, LGBTQ+ support, and parent support groups.
- **Community Crisis Response:** Over the past decade, the Needham community has grappled with critical youth issues such as loss, self-injury, depression, and anxiety. Youth & Family Services has responded by reaching out to youth, parents, and families. Services included individual meetings, group sessions, and through supportive information and materials. In FY2021, with COVID-19 ongoing, the Division supported

families in crisis by providing short term counseling, assessments and recommendations for ongoing family support. Youth & Family Services also provided support following tragedies that affected the larger community. The Division was active in groups such as the Needham Coalition for Suicide Prevention and the Substance Abuse Prevention Alliance of Needham (SPAN).

- **Graduate and Undergraduate Internship Program:** In FY2021, Needham Youth & Family Services hosted two clinical interns, one from Leslie College and one from Boston College School of Social Work, who provided individual, family, and group counseling, and extensive work on the Peer Tutor Program. An intern with the Summer College Internship Program provided support for summer programs as well as helping to prepare for fall programs. During FY2021, interns provided 950 hours of service to the Needham community.

Program Highlights

- **Youth Mental Health First Aid** is an 8-hour training that teaches adults how to identify, understand, and respond to signs of mental illness and substance abuse disorders in youth. Youth & Family Services began offering this program in January 2019, with the goal of giving adults who work with youth the skills they need to reach out and provide initial support to adolescents and young adults who may be developing mental health or substance use problems, and to help connect them to the appropriate care. During the pandemic, staff members were trained to provide the content in a virtual setting. There were 36 community members who participated in Youth Mental Health First Aid in FY2021.
- **VIP and Peer Tutor Programs:** Needham Youth & Family Services offers two programs that pair high school students with younger children in elementary and middle school. The VIP (*Valuable Interactions among Peers*) program enjoyed its seventh year of operation. In this program, a high school “Big VIP” meets weekly with a younger child (“Little VIP”), playing games, doing enrichment activities and building a meaningful relationship. In FY2021, 14 high school students provided a total of 350 volunteer hours. The Peer Tutor Program matches a high school student with another student in need to educational tutoring and educational guidance. Over the past year, the Peer Tutor Program matched 40 pairs of students, and collectively provided 1,025 hours of support to younger students. Both of these programs ran remotely during FY2021.

- **Volunteers Around Needham:** In this program youth ages 13 to 17 work as part of a team providing community service to non-profit organizations in Needham. This program was run remotely in FY2021, but still allowed 50 youth to create videos to teach skills like piano and cooking, clean up parks and playgrounds, organize a donation drive for a local animal shelter, and make cards for patients at nursing homes and hospitals.



**Community cleanup for Volunteers
Around Needham**

- **Needham Unplugged:** The 20th annual Needham Unplugged was an awareness campaign to remind families and residents to “unplug their electronics and plug into” each other. A calendar for the month of March outlined activities that did not require electricity and emphasized person-to-person interaction and health. After the shutdown was announced in early 2020, Youth & Family Services joined with the YMCA, the Aging Services Division, Park and Recreation, and the Needham Public Library to build a calendar with socially distanced activities. Activities included make your own pizza night, making sidewalk chalk drawings, building blanket tents, and learning how to play new games. This calendar was published monthly from April through August.



**Mural project on the Bay Colony Rail
Trail**

- Youth & Family Services organized a community art mural project, during which residents designed and painted a mural on a fence that has been covered by graffiti for several years. The theme focused on social justice and unity. Youth & Family Services worked with over 100 community members, students, and local artist to complete this project. The participants ranged in age from 2-78.

- Patrick and Patricia Forde Good Person Memorial Award:** The Patrick and Patricia Forde Good Person award was established to honor Needham resident and community activist Patrick Forde who passed away in 2005. Patrick was a person who cared deeply about Needham and about youth and families. The award was started by Patrick's wife, Patricia (who has since passed away as well), to honor a local volunteer who helps to make Needham a better place to live. This year Hilary Hanson Bruel won the award. Hilary uses graphic design, along with her passion for effective communication, to help local organizations communicate clearly with the public. Hilary joined the Special Education Parent Advisory Council (SEPAC), where she helped to redesign the website and helped them communicate SEPAC's mission and goals to the public, Hilary played a similar role as the co-chair of Citizens for Needham Schools, an advocacy group that keeps the wider Needham community informed about School Committee goals, activities, and policies. Hilary is also a member of the Needham Art Association. At every opportunity, she has helped residents access supports already in place that, without her, they may not know about or understand.
- Youth & Family Services responded to increased mental health needs by presenting at community forums. *Parenting In a Crisis* was presented in collaboration with a local mental health professional and the Needham Community Council. The presentation addressed anxiety, isolation, depression, and how parents can respond. Another presentation, in collaboration with Engaging Minds, focused on teaching executive function skills so students are better able to achieve their academic goals. Youth & Family Services also presented to the First Baptist Church of Needham on mental health during the pandemic. Over 257 people were engaged in these community presentations.
- Youth & Family Services ran a Cyber Wellness Workshop for middle school students about how to safely use the internet and social media. This was important during the pandemic when many people were isolated and wanting connections with friends and family. 153 Students attended this workshop.
- Get Connected Needham* is a resource list that directs residents to services. Youth & Family Services was part of a larger town group that created and regularly updated the list. This list can be found on the COVID-19 page of the Town's website and on the Public Health website.
- Youth & Family Services is part of community collaborations, including the Youth Resource Network and the Community Crisis Intervention Team. Youth & Family Services leads a Vaping Task Force and started a Chapter 84, both aimed at reducing



nicotine use in youth. Other groups include the Domestic Violence Action Team and the Substance Use Prevention Alliance of Needham.

- In FY2021, Needham Youth & Family Services has received grants and donations from the following organizations: High Rock Church, The Needham Clergy Association, The MetroWest Health Foundation, Needham Community Council, and many other local businesses and private citizens.

DEPARTMENT OF PUBLIC WORKS

Carys Lustig, Director of Public Works

Robert A. Lewis, Assistant Director of Public Works

Anthony L. DeGaizo, Town Engineer

Cecilia Simchak, Director of Finance & Administration for Public Services

Barry Dulong, Director of Building Maintenance

Rhainhardt F. Hoyland, Highway Superintendent

Edward Olsen, Parks & Forestry Superintendent

Greg M. Smith, Solid Waste & Recycling Superintendent

Sean Harrington, Water, Sewer & Drains Superintendent

John P. Regan, Fleet Supervisor

Purpose

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure to provide for the health, safety, welfare, and convenience expected by the community for a high standard of living and good quality of life. The functions of Public Works include rendering services to all citizens in the areas of highway maintenance and construction, removing snow, supplying, and distributing water, constructing, and maintaining sewer and stormwater, solid waste disposal and recycling, route daily maintenance, construction, energy management, and custodial care of all Town and School buildings, and parks and forestry maintenance. The Department provides its own administration, engineering, and equipment maintenance.

FY2021 Highlights

DPW Administration

In FY2021, the retirement of its longtime Director, the Administrative Division transitioned multiple staff into leadership roles. To enhance and upgrade the lighting in multiple schools to LEDs, the Administrative Division oversaw the administration of the Green Communities Designation Grant. The Administration Division received a grant for the installation of parklets in the Downtown to provide additional outdoor seating in the warmer months. Throughout the pandemic the Administrative Division helped coordinate COVID-19 related responses and applying for state and federal reimbursements. The Division continued its work to upgrade communication systems by implementing a new time clock system and began the work to implement a new work order system.

Engineering Division

The Engineering Division is responsible for engineering oversight of all assets within the Town of Needham from design to construction.

In FY2021 the Engineering Division:

- Inspected 387 Street/Sidewalk Occupancy and Excavation permits
- Completed 341 building permit reviews
- Completed 23 project reviews for the Planning Board and 24 project reviews for Zoning Board of Appeals
- Completed 11 traffic count studies

- Prepared 5 traffic regulations
- Completed design and layout of Beaufort Avenue/Perry Park Traffic Improvements
- Continued Construction of Areas 1 and 3 stormwater improvements at the RTS
- Continued Building structural renovations for the Transfer Station at RTS
- Completed Design and Started construction of the Walker Lane Sewer Extension
- Completed Construction of the Highland Ave and West Street Drainage Improvements
- Completed Construction LED upgrades of Town owned Decorative Street Lights
- Continued Construction of Town Wide Inflow/Infiltration removal
- Continued Design of the 16-inch water main for Marked Tree Road and Central Avenue
- Continued the Construction of the Fisher Street Trail Head parking area
- Continued Route 128 Sewer Interceptor Feasibility Study

Highway Division

The Highway Division is responsible for the construction, rehabilitation and maintenance and repair of all roads, sidewalk, surface drainage and traffic systems. Our core goal is to provide safer travel for all users for all modes of travel in the most economical manner. The Division is implementing traffic calming techniques, complete street and shared street design and construction methods and are actively pursuing Federal and State funds to support these goals. Additionally, the Highway Division develops strategies to manage all snow and Ice operations.

In FY2021 the Highway Division:

- Rehabilitated 43,731 square yards of roadway
- Preserved 82,156 square yards of pavement
- Rehabilitated and repaired 16,700 feet of grass berm
- Reconstructed 6,680 feet of sidewalk
- Installed 26 wheelchair accessible ramps
- Installed 23,100 feet of curbing
 - 15,240 feet of asphalt curbing
 - 7,860 feet of granite curbing
- Maintained 43 traffic signal and pedestrian crossing systems
- Performed and coordinated snow and ice operations for 17 snow events resulting in 55 total inches of snow

Water, Sewer, and Drains Division

The Water, Sewer and Drains Division serves the Town of Needham by providing water, wastewater, and stormwater services. The primary mission for the Division is to plan for, operate, and maintain both the infrastructure and the organization necessary to provide high quality drinking water. The standards upheld by the Water, Sewer, and Drains Division provide a reliable water supply for all properties in Needham and protects the Town's watersheds.

In FY2021 the Water, Sewer, and Drains Division:

- Produced 1,184,965, 338 billion gallons of water
 - Charles River Water Treatment Plant – 864,299,338 million gallons of water
 - MWRA – 320,666,000 million gallons of water
- Repaired 14 water pipe leaks, including 13 water main breaks and 1 water service leaks.

- Replaced or repaired approximately 300 feet of drainpipe on 2 streets
- Responded to 31 water and 35 sewer emergency calls (after normal business hours)
- Replaced and installed 482 of 15,508 water meters throughout town
- Replaced 10 water service lines, including 4 lead-lined water service pipes
- Replace 6 iron water services lines
- Removed and replaced approximately 1,000 feet of water main pipe on 2 streets
- Installed 6 new fire hydrants
- Outlined by the NPDES program, replaced 11 catch basins, and completed bi-annual street sweeping initiatives to prevent accumulation of debris in catch basins that drain into the Charles River Watershed
- Inspected 32,719 feet of sewer mains and 29,050 feet of drain lines utilizing CCTV
- Cleaned and flushed 52,112 feet of sewer mains and 29,687 feet of drain lines

Solid Waste and Recycling Division

The Solid Waste and Recycle Division provides residents with recycling and waste disposal services for the Town of Needham including pay-as-you-throw, bulky waste, contracted recyclables, brush, grass and leaves, and compost.

During FY2021 the Recycle and Transfer Station had several projects take place that will continue to support the needs of the Town. The main project was the improvements to the transfer station building that replaced the floor and installation of new structural supports. This improvement facilitated the need for temporary waste tipping and storage areas to manage the inflow of bulky waste, and alternative routes were established for use. These new tipping areas included an interlocking concrete block bin constructed adjacent to the scrap metal pile, and two 40-yard open top containers placed adjacent to the scale for unloading of small trucks and passenger vehicles.

RTS staff cleared the Area 1 project site, requiring the stockpiling and loading of more than 1,000 cubic yards of compost tailings into contractor tri-axle trailers, while also hauling to Ridge Hill more than 800 cubic yards of ground mulch. Staff also provided direct support to the contractor (Flynn Enterprises) by moving to the materials processing area more than 800 cubic yards of waste clay excavate that had been stockpiled in the compost area. All told, RTS staff directly supported moving more than 4,200 cubic yards of organic and non-organic materials directly related to the Areas 1 and 3 Stormwater Management capital projects.

With many residents home throughout the pandemic, there was a large increase in bulky waste drop offs that lead to additional daily roll-off trips.

In FY2021 the Solid Waste and Recycling Division:

- Processed 9,720 tons (8.6% increase) of pay-as-you-throw, municipal and bulky waste trash tonnages
- Processed 2,382 tons (3% decrease) of contracted recyclables
- Delivered 619 mattresses to Lowell for recycling
- Disposed of 660 tons of scrap metal to Framingham Salvage for recycling
- Processed for recycling more than 13,000 cubic yards of brush, grass, and leaves
- Screened more than 5,600 cubic yards of compost

- Directly supported the award of \$18,700 to the town from the MA DEP's Recycling Dividend Program
- Completed a new RTS signage plan for the facility.

Fleet Division

The Fleet Division provides maintenance and repairs on all Public Works vehicles and equipment. Fleet's focus is on safety and reliability, while being environmentally and fiscally responsible. In addition to Public Works, the Division maintains vehicles for four departments outside of DPW and aids the Public Safety and School departments as needed. Fleet assists in reviewing annual fleet requests for all town departments while considering operational need, utilization, and established asset life cycles.

In FY2021 the Town moved to a green diesel fuel option to reduce both the carbon footprint of the Town and reduce the use of petroleum products. Another revenue generating activity the Fleet Division had was refurbishing an older Town vehicle to a dedicated Snow Fighter. This had a 50% cost savings when compared to purchasing a vehicle specifically for this purpose.

In FY2021 the Fleet Division:

- Completed 849 repairs to various Town vehicles in house
- 4 Fleet Staff members became ERA 609 Certified to improve upon the services that can be offered by the Fleet Division
- Oversaw the consumption of 114,185 gallons of fuel for Town vehicles, inclusive of the 43,833 gallons of new biofuel.

Parks and Forestry

The Parks and Forestry Division provides for the care and maintenance of public shade trees on parkland and school property, conducts the annual tree planting and replacement program on public ways and setback planting on private property, maintains parks and athletic fields, provides support for athletic and recreational programs, and maintains grounds at Ridge Hill Reservation for outdoor passive recreation.

In FY2021 the Parks and Forestry Division:

- Deployed 4 parklets to improve and invest in outdoor dining.
- Performed plantings with Needham Soccer Club at Memorial Park and at Riverside Park with volunteers and Eversource, Weston Nurseries, Hartney Graymont to celebrate Arbor Day and community service
- Collaborated with Park and Recreation to hand out seedlings
- Hosted an Arbor Day celebration with Mitchell Elementary 2nd Graders
- Responded to hundreds of workorders due to 7 large wind events that effected down trees.
- Performed drainage and field improvements to McLeod diamond utilizing innovative techniques to reduce field flooding issues.

Building Maintenance Division

The Building Maintenance Divisions provides scheduled and routine maintenance to all town and school buildings and manages rentals in school gyms and auditoriums and is responsible for all town custodial and interior trade work operations.

In FY2021 the Building Maintenance Division:

- Performed retro commissioning of the schools and complete various HVAC upgrades and repairs throughout the school buildings over the course of the year. These repairs include repairs to heating units, RTUs, exhaust fans, boilers, condensate tanks, VFDs, compressors, and more. Quarterly filters changes continued to be executed. Additionally, there were several HVAC programming upgrades.
- Completed large-scale projects to repair mixing valves at NHS, repairs on the Library elevator, major roof repairs at multiple schools and town buildings, and replace fire safety control panels at multiple schools.
- Helped coordinate pavement markings and fence repairs at multiple schools and town buildings.
- Completed over 2,300 work orders in support of repairs and maintenance of all Town facilities.

BUILDING DESIGN AND CONSTRUCTION DEPARTMENT

Permanent Public Building Committee

Stuart Chandler, Chairman, Richard Creem, Vice Chair , Natasha Espada, George Kent, Roy Schifilliti, Irwin Silverstein , Gene Voloshin

Staff

Steven Popper, Director of Design & Construction , Hank Haff, Senior Project Manager, Ken Sargent, Senior Project Manager, Michael Retzky, Project Manager, Stephen Gentile, Project Manager, Kathryn Copley, Administrative Specialist

Purpose

The Building Design and Construction Department provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of \$500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

The Permanent Public Building Committee ("PPBC") was formed in June 1996 with seven members who were appointed to be responsible for overseeing the construction, reconstruction, enlargement, or alteration to buildings owned by the Town or constructed on land owned, leased, or operated by the Town having a total project cost of \$500,000 or more. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured under the Public Facilities Department umbrella - Construction Division as the Director of Design and Construction. The department was renamed the Building Design and Construction Department at the May 2018 Annual Town Meeting. There are currently four project managers on the staff. State Laws now require all Towns and awarding authorities to appoint an Owners Project Manager (OPM) for all construction projects over \$1.5 million. The staff in this Department fulfills the requirement for OPMs on Town building projects.

FY2021 COVID-19 Pandemic

The department has continued its work thru the COVID-19 Pandemic. The PPBC continued to meet virtually starting in March 2020, under Governor Baker's emergency "Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20", issued March 12, 2020 and in effect until termination of the emergency, which allows meeting of public bodies to be conducted virtually provided that adequate access is provided to the public. The emergency order was set to expire on June 15, 2021 but was extended thru April 2022.

Two of the Building Design and Construction project managers worked continually over the summer of 2020 and one project manager has continued through the year with the Building Maintenance Division to assist with recommissioning of all schools to bring the air exchanges and ventilation issues in line with current mandated guidelines and addressing deficiencies.

The pandemic affected two projects starting in April 2020. The remaining punch-list items for the Sunita L. Williams School were delayed and drawn out but are now complete. The Public Safety Complex & Fire Station 2 project was more significantly affected financially by observing COVID-19 cleaning protocols, an initial short delay in schedule, as well as impacts associated with supply chain deliveries and manpower availability.

FY2021 Highlights

The following is a summary of completed or ongoing projects the PPBC has overseen and the Building Design and Construction Department managed during FY2021 (July 2020 to June 2021). These projects were initiated during the period of FY2013 thru FY2020.

<u>Project Name:</u>	Sunita L. Williams (Hillside) Elementary School
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$58,824,351, plus \$7,762,500 in property acquisition
<u>Budget Status:</u>	Under Budget
<u>Architect:</u>	Dore & Whittier Architects, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept. Daedalus Projects Inc.
<u>Contractors:</u>	Site Preparation - P.M. Zilioli, Inc. Building Demolition - Green Environmental, Inc. Construction - Bacon Construction Co., Inc.

- At the November 2013 Special Town Meeting, Article 2: Appropriate for Feasibility Study/Hillside School, was approved in the amount of \$650,000
- At the November 2015 Special Town Meeting, Article 12: Appropriate for Feasibility Study/Hillside School was approved for additional design funds in the amount of \$45,000
- At the November 2015 Special Town Meeting, Article 13: Appropriate for Property Acquisition was approved in the amount of \$7M for the purchase of Owens Poultry Farm and several houses
- At the May 2016 Special Town Meeting, Article 7: Appropriate for Property Acquisition was approved for \$762,500 to acquire 609 Central Avenue
- At the October 2016 Special Town Meeting, Article 2: Appropriate for Hillside School Construction was approved in the amount of \$57,542,200, combined with a successful Proposition 2½ Debt Exclusion Override vote on November 8, 2016

A statement of interest was submitted to the MSBA in April 2013. The MSBA agreed to partner with the Town for this project at the reimbursement rate of 32.47% of the Eligible Project Costs. The project was approved for the eligible school projects by MSBA in December 2013. Certifications were compiled during the spring for submission for Feasibility Study approval. Final Audit by the MSBA was completed in June 2021.

The Town's Building Design and Construction Department, acting as OPM, was approved by the MSBA for the Feasibility Study in the fall of 2014, and the architect, Dore & Whittier Architects, Inc. was selected by the PPBC through Designer Selection with the MSBA in March 2015.

The study went through all stages of design required by the MSBA. The Preliminary Design Program (PDP) studied over twenty potential sites in Town and was narrowed down to nine sites on June 1, 2015.

At the November 2015 Special Town Meeting, Article 13: Appropriate for Property Acquisition was approved. The Town purchased the Owens Poultry Farm along with several houses. P.M. Zilioli, Inc. was awarded a contract for site preparation to remediate and remove unauthorized fill and soil contaminated with poultry grease in April 2016 from the property. At May 2016 Special Town Meeting, Article 7: Appropriate for Property Acquisition to acquire 609 Central Ave. The site preparation and remediation were substantially complete in June 2016. Demolition of the buildings started in the fall of 2016 and was finished in December 2016, except for 609 Central Avenue and 45 Sunset Road which would be used in lieu of contractor trailers.

The Preferred Schematic Report (PSR), which recommended a single site (the former Owens Poultry Farm), was submitted in December 2015, and was approved by the MSBA Board in January 2016. Schematic Design was submitted in June 2016 for MSBA Board approval in July 2016. A debt exclusion override for Construction Funds was approved by the Town in November 2016.

The Project Funding Agreement was approved by the MSBA in October 2016. Design Development documents were submitted in February 2017, 60% Construction Documents were submitted to the MSBA in May 2017.

Milestone documents are posted on the Needham School Department website. Needham School Committee voted unanimously on June 6, 2017 to name the new school on Central Avenue the Sunita L. Williams Elementary School.

The prequalification process for the General Contractors and Filed Sub Bidders was started in June 2017. The bid documents were available in August 2017 and the contract was awarded to Bacon Construction Co., Inc. in September 2017 for an amount of \$37,323,700. The groundbreaking for the construction occurred in November 2017. The new school reached substantial completion in July 2019. The school opened in September of 2019 for the start of the 2019-2020 school year.

The new building was designed to be LEED Silver rated and to be “solar ready”. The PPBC authorized a study to install rooftop Solar PV in June 2017. The study indicated the ability to install about 160kW of rooftop PV panels which will provide about 40% of the school’s electric power needs each year. The PPBC approved the production of Construction Documents in November 2017 and favorable bids were received in June 2018. The contract was awarded to Wayne J. Griffin Electrical, Inc. in July 2018. The PV array was installed in the spring of 2019. The PV array aided in securing the LEED Silver rating, enhances the sustainable qualities of the school, reduces the future operating costs, and provides educational opportunities for the students.

The project reached substantial completion on July 5, 2019 and welcomed students on the first day of the 2019-2020 school year. A dedication ceremony was held on October 11, 2019 which Sunita L. Williams (Astronaut, Navy Pilot, Hillside and Needham High School graduate) attended. The LEED Silver rating was achieved and a plaque so stating was granted in September 2020.

<u>Project Name:</u>	Rosemary Recreation Complex
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$16,800,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Bargmann Hendrie & Archetype
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	G&R Construction, Inc.

- At the May 2015 Annual Town Meeting, Article 30: Appropriate for Rosemary Pool for design and engineering, was approved in the amount of \$450,000, from Community Preservation Act funding
- At the May 2016 Annual Town Meeting, Article 40: Appropriate for Rosemary Recreation Complex design, was approved in the amount of \$550,000 for the second phase of the design
- At the May 2017 Annual Town Meeting, Article 33: Appropriate for CPA Project – Rosemary Recreation Complex, was approved in the amount of \$15,800,000

Bargmann Hendrie & Archetype was selected by the PPBC through the Designer Selection process in July 2015. Further design funds were appropriated at the May 2016 Annual Town Meeting and the architect continued with the design development and construction document phase.

The facility had been closed in 2017 due to the expiration of the existing DEP permits. It was anticipated that the facility could be reconstructed in the remaining portion of 2017 and early 2018 and open for the 2018 season.

Prequalification of the General Contractors and Filed Sub Bidders was completed in December and January and the project went out to bid in March 2017. G&R Construction, Inc. was the low bidder and awarded the contract. Construction funds were appropriated at the May 2017 Annual Town Meeting. Construction started in May 2017 and was anticipated to reach substantial completion July 2018, however substantial completion was pushed out due to several issues (installation of the ballast slab, harsh winter weather conditions).

The Temporary Certificate of Occupancy was received in August 2018. The pool was opened on August 11, 2018 for a two-week period. The Park and Recreation Department and the Health Department moved into the building. The final Certificate of Occupancy was received in October 2018 and punch list work to the pool operating system was finalized. Adjustments to the pool operating components as well as minor corrective work to pool structural work have now been completed.

<u>Project Name:</u>	Public Safety Complex & Fire Station #2
<u>Project Status:</u>	Ongoing
<u>Authorization:</u>	\$70,385,000
<u>Budget Status:</u>	On Budget with Supplement approved in May 2021 for COVID-19 related costs and remediation for contaminated soils found during construction
<u>Architect:</u>	Kaestle Boos Associates, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor (CMR):</u>	Consigli Construction Co., Inc.

- At the November 2015 Special Town Meeting, Article 10: Appropriate for Fire Station 2 Feasibility Study, was approved in the amount of \$50,000
- At the February 2016 Special Town Meeting, Article 3: Appropriate for Police/Fire Station 1 Feasibility Study, was approved in the amount of \$90,000
- At the May 2017 Annual Town Meeting, Article 40: Appropriate for Public Safety Complex/Fire Station 2 Design, was approved in the amount of \$250,000
- At the October 2017 Special Town Meeting, Article 10: Appropriate for Public Safety Complex/Fire Station 2 Design, was approved in the amount of \$3,750,000
- At the October 2018 Special Town Meeting, Article 10: Appropriate for Public Safety Buildings Construction was approved in the amount of \$66,245,000
- At the May 2021 Special Town Meeting, Article 37: Appropriate for Public Safety Buildings Construction was approved in the amount of \$1,400,000

The architect, Kaestle Boos Associates, Inc. was selected by the PPBC through the Designer Selection process in April 2016 to conduct the feasibility studies for the Public Safety Building on Chestnut Street and Fire Station #2 on Highland Avenue/Webster Street. These studies were conducted together and included a review of the operational needs of both police and fire departments, assessments of the facilities and space needs, study of demolition, rebuilding and phasing of the projects and cost estimates of various options.

Schematic Design funds were appropriated at the May 2017 ATM. A preliminary estimate for completion of the project was developed. At the October 2017 Special Town Meeting funds were approved in the amount of \$3,750,000 for Design Development/Construction Documents.

Because of the complexity of the phased project and accelerated schedule, the use of Construction Management at Risk (CMR) method of project delivery was chosen. The application was submitted and approved by the Office of the Inspector General. Prequalified CMR firms were invited to submit proposals and Consigli Construction Co., Inc. was awarded the contract by the PPBC as CMR in January 2018.

Construction funding was requested and approved at the October 2018 Special Town Meeting subject to a successful debt exclusion override on the November 6, 2018 ballot. The override passed.

The bids from Prequalified Filed Sub Bidders were received in December 2018. The final Guaranteed Maximum Price for Consigli Construction was completed in January 2019.

The Public Safety Complex consists of the new Fire and Police Headquarters, on Chestnut and School Streets, being constructed in two phases. The planned first phase is construction of the new Fire Station and the planned second phase is the demolition of the old Fire/Police Station and construction of the new Police Station. Once the new Fire Station HQ on Chestnut Street is complete the fire department will move into the new building and the police department will move into modified temporary facilities at the Hillside Elementary School site. Then, the old building will be demolished, and the new Police Station will be built. The planned demolition and reconstruction of Fire Station #2 on Highland Avenue will occur within the same overall time frame with operations relocated to temporary facilities having been constructed at the Hillside School site.

A new communications system in support of police and fire dispatch is included as part of the overall project. A communications tower was erected at the Jack Cogswell Storage Building on Central Avenue in November 2019. Another communications tower was erected in the spring of 2020 at the Norfolk County Sheriff's Office in Dedham. Additional communications equipment has been placed and operated from the American Tower location at Cabot Circle. This communication system covers the entire town and enhances communication for the Fire and Police Departments.

The start of Phase 1 construction on the new Fire Station HQ on Chestnut Street began in March 2019 with the demolition of the buildings at 43 Lincoln Street and 66 Chestnut Street. Temporary swing space was designed for the Hillside Elementary School site for the Phase 2 Police Station portion of construction and for the Fire Station #2 construction. The Fire Station #2 staff moved into the temporary facility in January 2020 and the Police Department moved into the Hillside School in August 2020.

The new Fire Station HQ on Chestnut Street reached substantial completion in August 2020 at which time staff and equipment moved into the new building.

Demolition of Fire Station #2 on Highland Avenue started in March 2020. The discovery of unsuitable soils at the site delayed the excavation at the site for several months, which delayed construction progress. The demolition of the existing Police/Fire HQ building, allowing Phase 2 of the project to commence, started in September 2020.

With the advent of the COVID-19 pandemic, the carpenters union ceased work on the project on April 6, 2020 for several weeks, which delayed this critical path activity and in turn delayed the project's completion. Manpower on the site was challenging as many of the trade workers elected not to work for several weeks. Consigli Construction, the general contractor, has since operated under a COVID-19 protocol. This slow-down impacted the schedule and resulted in increased costs by observing COVID-19 cleaning protocols.

At the May 2021 Special Town Meeting an additional \$1,400,000 was appropriated for the project to restore the contingency balance depleted by unforeseen COVID-19 related expenses incurred and by expenses to remove contaminated soil found at the Fire Station 2 while excavating for foundations. This additional amount will enable continuation of work to proceed, keeping the project within the established timetables.

Work on the Fire Station 2 and the Public Safety Complex Phase 2 Police Department is continuing and making good progress. The anticipated substantial completion dates are October/November 2021 for Fire Station 2 and January/February 2022 for the Public Safety Complex Phase 2 Police Department.

<u>Project Name:</u>	Memorial Park Building and Grounds
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$6,675,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Winter Street Architects, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	G&R Construction, Inc.

- At the May 2016 Annual Town Meeting, Article 43: Appropriate for General Fund Cash Capital -Memorial Park Bldg. & Grounds Feasibility Study was approved in the amount of \$50,000
- At the May 2017 Annual Town Meeting, Article 46: Appropriate for Memorial Park Improvements Design was approved in the amount of \$375,000
- At the May 2018 Annual Town Meeting, Article 30: Appropriate for Memorial Park Bldg. Construction was approved in the amount of \$6,250,000

The goal of the feasibility study was to provide a full review of the building and grounds and lead to recommendations for either renovations or reconstruction to meet current needs.

The architect, Winter Street Architects, Inc., was selected by the PPBC through the Designer Selection Process in the September 2016. The Memorial Park Trustees were involved in the study. The report was finalized in May 2017 and included a feasibility study summary including: existing building conditions report, building program (11,200sf), preliminary site plan with recommended setbacks from the property line, first and second floor plans and some preliminary massing model studies. A complete reconstruction of the building was recommended. The reconstructed building must be handicapped accessible.

Construction documents were completed in the spring of 2018, and the project went out to bid in April 2018. Bids were received on May 8, 2018 right after the Annual Town Meeting. G&R Construction, Inc. was awarded the construction contract. Construction started July 6, 2018 and was anticipated to reach substantial completion in June of 2019. However due to weather constraints the building was not fully completed in June 2019 and a temporary certificate of occupancy was obtained for the lower level to be used for the 2019 July 4th celebration. The substantial completion date was reached in September 2019. Acoustic improvements and a HVAC issue that arose have now been resolved as have all the remaining punch list items.

<u>Project Name:</u>	DPW Central Ave Storage Facility/Jack Cogswell Storage Building
<u>Project Status:</u>	Complete with exception of determination on Solar Array as well as acceptance of Conservation Commission Order of Conditions
<u>Authorization:</u>	\$7,765,000
<u>Budget Status:</u>	Under Budget
<u>Architect:</u>	Weston & Sampson Engineers, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	Seaver Construction, Inc.

- At the May 2017 Annual Town Meeting, Article 45: Appropriate for DPW Storage Facility Feasibility was approved in the amount of \$150,000
- At the May 2018 Annual Town Meeting, Article 35: Appropriate for Public Works Storage Facility was approved in the amount of \$7,615,000 for design and construction funds

The project investigated locating a consolidated Public Works seasonal storage facility at the RTS on Central Avenue. Approximately 14,000 square feet of storage space is required to fulfill DPW programming needs as determined by the DPW relocation feasibility study. The selected location

required coordination and permission of the Conservation Commission. Weston & Sampson Engineers, Inc. continued as designer as a continuation from the DPW feasibility study.

At the May 2018 Annual Town Meeting construction funds were approved in the amount of \$7,615,000. Design and permitting occurred from May to November 2018. General Contractor bids were received January 2019, and the contract was awarded to Seaver Construction, Inc. Construction started in February 2019. As part of the project in excess of 10,000 cubic feet of rock had to be blasted and removed from the site. Substantial completion was reached November 2019. The building was renamed the Jack Cogswell Storage Building to honor the former Needham Town Meeting Member and frequent volunteer on various boards and committees including the Planning Board, Board of Appeals and Select Board.

As part of the project the Planning Board required the project to update the median strip at the entrance to the Recycle and Transfer Station to provide screening and remove Japanese knotweed from that area. This work was added to the project scope and is now installed.

Weston & Sampson coordinated with Kaestle Boos Associates, the architect on the Public Safety Complex & FS2 project, regarding the placement of the Police/Fire communications tower on the site. The tower was erected in November 2019 and a weather station was installed on the tower.

Weston & Sampson was also asked to conduct a study on the feasibility of placing solar array panels on the roof of the building. The building was designed to accept the added structural load if it was decided to go forward with solar panels. The study was completed and the solar panel investigation for the Jack Cogswell Storage Building was discussed at a Chairs Meeting and with the Finance Committee in the spring of 2020. The Chairs Meeting group agreed on pursuing the investigation of use of solar power at the site. To make the best recommendation to the Town, the design by Weston & Sampson and the solar submission for application review went forward.

An evaluation is underway to determine whether placement of a solar array atop the roof of the building should be included as part of the project. An application for the Solar *Massachusetts* Renewable Target (*SMART*) was submitted in June 2021. Consensus and support is necessary among different boards before proceeding with a solar array at the site.

The final inspection for the Conservation Order of Conditions is scheduled for the fall of 2021. Approval for the consolidation of all parcels included at the RTS by the Land Court (as required by the Planning Board special permit) is also expected in the fall of 2021.

<u>Project Name:</u>	Mitchell Modular Classrooms
<u>Project Status:</u>	Complete with exception of acceptance of Conservation Commission Order of Conditions
<u>Authorization:</u>	\$2,190,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Dore & Whittier Architects, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	Triumph Modular, Inc.

- At the May 2018 Annual Town Meeting, Article 6: Appropriate for Mitchell Modular

Classrooms was approved in the amount of \$210,000 for detailed design, cost estimates and bidding

- At the October 2018 Special Town Meeting, Article 12: Appropriate for Mitchell School Modular Classrooms was approved in the amount of \$1,350,000
- At the January 2019 Special Town Meeting, Article 1: Appropriate for Mitchell School Modular Classrooms was approved in the amount of \$630,000

Dore & Whittier Architects, Inc. continued as designer for this project following the recommendations of the Full-Day Kindergarten Space Study. The study, that was completed in February 2018, indicated that a new pair of modular classrooms was required at the Mitchell Elementary School to accommodate Music and Art, in order that the four existing modular classrooms in the 2015 modular addition be renovated and used for Kindergarten. The selected location required coordination and permission of the Conservation Commission and Planning Board.

At the October 2018 Special Town Meeting, Article 12: Appropriate for Mitchell School Modular Classrooms was approved in the amount of \$1,350,000.

The project went out to bid November 2018. One bid was received in December 2018 and came in over the estimated amount. Additional funds were requested and approved at the January 2019 Special Town Meeting for \$630,000. The contract was awarded to Triumph Modular, Inc. in January 2019.

Construction work started over the April 2019 school vacation with site preparation. The modular boxes were delivered on June 13, 2019. The renovated 2015 modular classrooms and the new modular classrooms were finished in August 2019 for the start of the 2019-2020 school year.

The final inspection for the Conservation Order of Conditions is scheduled for the fall of 2021.

<u>Project Name:</u>	Emery Grover Building Feasibility Study
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$130,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Bargmann Hendrie + Archetype, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.

- At the October 2018 Annual Town Meeting, Article 11: Appropriate for Emery Grover Feasibility was approved in the amount of \$130,000

A Request for Proposals was issued in January 2019. An architect, Bargmann Hendrie + Archetype, Inc., was selected by the PPBC through the Designer Selection Process in March 2019.

The goal of the study was to confirm the program of spaces and explore whether a functional school administration building could be created on the existing or another site. The study examines the constraints from the National Register of Historical Building designation and the options for renovating and adding to the existing building. Programing was confirmed and included a large

conference room and room for the school technology department. Multiple alternate site options were explored. The study began in April 2019 and was completed in June 2020.

Several different options were narrowed down to three preferred options:

Option 1 - demolishing the Emery Grover building and erecting a new building. (Estimate \$26.2M)

Option 2 - renovating the existing Emery Grover building and adding a new addition right up against the rear of the building leaving some of the interior spaces without windows. (Estimate \$25.9M)

Option 3 - renovating the existing Emery Grover Building and adding a new addition at a 90-degree angle to the rear of the building that would maximize the number of offices with windows. (Estimate \$27.1M) This option could allow parking under the new addition.

All the options would require remote parking at the Stephen Palmer Building site, and all would require a zoning by-law amendment to increase the Floor Area Ratio (F.A.R.) as well as other special permits. The options allow for a full program including a 1,200 sqft conference room for 100 persons and a centralized school IT Department. The Final Report was approved by the PPBC and the School Committee and issued on June 25, 2020. Ongoing review for temporary space at either the Hillside School or leased space is continuing.

<u>Project Name:</u>	Master School Plan Study
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$190,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Dore & Whittier Architects, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.

- At the May 2018 Annual Town Meeting, Article 32: Appropriate for General Fund Cash Capital Pollard Phased Improvement Feasibility Study was approved in the amount of \$65,000
- At the May 2019 Annual Town Meeting, Article 37: Appropriate for General Fund Cash Capital School Master Plan Supplement in the amount of \$125,000

The goal of the study is to develop recommendations for long-range school capital plans under different enrollment scenarios and catalog the condition of all the Elementary and Middle school buildings (except Sunita Williams ES) for the School Department to make informed decisions for prioritizing and scheduling building projects going forward. A Request for Proposals was issued in August 2019. An architect, Dore & Whittier Architects, Inc., was selected by the PPBC through the Designer Selection Process in September 2019. The study began in the fall of 2019.

Dore & Whittier developed preliminary cost estimates, timing, and sequencing of four scenarios out of the seven originally investigated, that work the best and were worthy of further detailed study and cost estimation. The study made facility assessments of all the Elementary and Middle schools in town, except for the Sunita Williams Elementary School. A focus of the study is for the renovation/replacement of the Mitchell Elementary School along with renovations/upgrades

to the Pollard Middle School and address overcrowding issues at High Rock 6th Grade Center. The final report was presented to the PPBC and School Committee in November 2020.

Project Name: **Ridge Hill Demolition Feasibility Study**
Project Status: Complete
Authorization: \$25,000
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr.: Building Design & Construction Dept.

- At the May 2019 Annual Town Meeting, Article 13: Appropriate for Ridge Hill/Nike Site Consulting & Feasibility Study was approved in the amount of \$50,000. \$25,000 is designated for the Ridge Hill Study under the direction of the Town Manager and \$25,000 for the Nike Site Study under the direction of the Conservation Commission.

The Town Manager asked the BD&C department to oversee the feasibility study for the demolition of the manor house and garage. Dore & Whittier Architects, Inc. was asked to submit a proposal to conduct the study, which was accepted. The feasibility study for the demolition of the manor house and garage began in August 2020 and was completed in November 2020. The estimated cost to demolish the buildings was \$756,891. Funds for demolition work were going to be requested at the May 2021 Annual Town Meeting however the article was withdrawn until further assessment can be done.

Project Name: **Electric Vehicle Charging Stations**
Project Status: Ongoing
Authorization: DPW Budget
Architect: Horizon Solutions (design/build)
Owners Project Mgr.: Building Design & Construction Dept.

The DPW Director asked the BD&C department to help research the addition of eight electric vehicle charging station at three locations. A senior project manager was tasked with coordinating the grant funded program called The Massachusetts Electric Vehicle Incentive Program (Mass EVIP). The Town intends to place the charging stations in three public parking lots, at PSAB, downtown and Rosemary Recreation Center.

Looking Forward

Upcoming future and continuing projects include construction and completion of the Public Safety Complex & Fire Station #2, and follow-on work associated with the Emery Grover Building Study and the School Master Plan Study. The demolition of the Ridge Hill mansion and garage will be overseen by the Committee and BD&CD during FY2022.

Support for the School Department includes -detailed design for the renovations to the Emery Grover Building with improvements to the Hillside School to provide temporary swing space for school administration during construction. In addition, school projects anticipated include Mitchell Elementary School rebuild and Pollard Middle School addition and renovation with the potential addition or minor renovations to the High Rock School. Other studies included in the five-year capital plan that will become PPBC projects include:

- Auditorium Theatrical Sound and lighting systems needs assessment (NHS, Newman & Pollard)
- Pollard Locker Room replacement
- Pollard Air Conditioning study
- Eliot School and Broadmeadow School RTU replacement
- Library Space Planning (expanded teen study area)
- DPW Feasibility Study update

The above projects are included as part of the most recent Facilities Master Plan completed in 2014, the Emery Grover Building Feasibility Study completed in June 2020 and the School Master Plan study completed in November 2020. The Town established a Facility Financing Working Group in June 2021 to look at how the suggested work identified in the studies would be financed, and the long-term schedule for these building projects.

The PPBC has had discussions regarding Net Zero construction. A net zero building has three components: 1) energy efficient envelope and building systems, 2) electric heat pumps (ground source or air source) and 3) on and/or off-site renewable energy. The goal is to move away from using fossil fuels transitioning to renewable energy. The Select Board has defined a Goal for FY2022 to establish a Climate Action Plan to be developed by a new Climate Action Plan Committee tasked to define a climate plan for Needham that is consistent with the Commonwealth's 2050 Roadmap to Decarbonization.

The Permanent Public Building Committee and the Building Design & Construction Department are challenged by the enormously important and complex projects that have been appropriated by the Town. Successful and timely execution of these projects is essential to satisfying full integration within the Towns infrastructure.

NEEDHAM COMMISSION ON DISABILITIES

Corine Burke, co-chair, Jeanie Martin, co-chair, Carol Thomas, secretary, Tatiana Swanson, treasurer and ADA liaison, and members: Debbi Heller, Mani Iyer, Barbara Moss, and Dale Wise. Liaison to the School Committee is Julie Muse-Fisher; Needham Police Department Community Service Officers are Karl Harmon and Kelly Scolponeti; Consultant from MetroWest Center for Independent Living is Paul Spooner.

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month except for the months of July and August, and if needed there is a meeting in December. NCOD has the following membership: 9 members; a majority of whom are persons with disabilities; one of whom must be a family member of a person with a disability; and one of whom must be an appointed town employee, and other interested Needham residents. There is one vacancy on NCOD as of June 30, 2021. COVID-19 update: Meetings were held on-line via Zoom.

Purpose

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- To award grants to community-based organizations that increase awareness of and educate persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham

Budget

\$15.42 expense for NCOD co-chair to attend the training “Boards and Commissions: Know your Responsibilities” provided by the Office of Inspector General for Board and Commission members.

FY2021 Highlights

- Worked in conjunction with the Metro West Center for Independent Living and the Massachusetts Office on Disability (MOD) on all legal and technical matters pertaining to people with disabilities.
- Advised town officials and local businesses regarding the number and dimensions of accessible parking spaces, of proper signage required for accessible parking spaces and building access in order to ensure compliance with ADA and the Massachusetts Architectural Access Board (MAAB) regulations. This included the parking garage at 272 Chestnut, DeFazio parking lot, Cabot Street sidewalks and parking, BID Healthcare sidewalks and parking, signage at the YMCA, CVS parking, Walgreen’s parking and Bertucci’s parking.
- Responded to advocacy calls on a variety of concerns including waiting in line at Trader Joe’s for a person with a disability, help getting a Covid vaccine, problems with a landlord regarding access to a building, problems with making modifications to improve access in public housing, access at Rosemary Street Office Park, blocked curb cut and

malfunctioning automatic door at the library and concerns from a resident regarding excessive truck idling and overuse of chemicals in town.

- Members of NCOD met with concerned resident, representatives from Needham Board of Health, Health and Human Services, Department of Public Works and Highway Superintendent, to address problems of excessive truck idling and pesticide use in the Town of Needham.
- Continued to make available accessible parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Continued to offer grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds are made available from fines accrued from accessible parking violations.) The grant application can be found on NCOD website. Grants included an honorarium for a speaker at the Needham Diversity Initiative and equipment and furniture for the Intensive Learning Center at Pollard Middle School.
- Continued to distribute the NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Guest speakers included a representative from the Council on Aging regarding handling advocacy calls and providing social work resources; and the Town of Needham Public Information Officer regarding improving disbursement of NCOD information to the town.
- Received weekly e-mail updates from the Disability Policy Consortium on a wide variety of disability issues.
- Worked with the Town Manager to establish a plan for maintaining accessibility on sidewalks and building access points for outdoor dining.
- An NCOD member served as a representative to the Downtown Streetscape and the Local Emergency Planning committees to ensure that accessibility issues are addressed.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- Attended MOD quarterly meetings via Zoom. Issues included working through the pandemic, guidelines for outdoor dining, and an update of available resources.
- An NCOD member gave a presentation at the Needham Diversity Initiative Summit held in October 2020. He shared his experiences as a person with visual and hearing impairments.
- Evaluated the Town of Needham's website for accessibility and took steps to improve it.
- Created a new procedure and intake form on the NCOD website so residents can more easily share their concerns.
- Consulted the Park and Recreation Department regarding a missing handrail at the Needham Accessible Reservoir Trail.
- Met with the architect for the Wyeth House renovations regarding variance requests.
- Worked with the Police Department liaison to update the information regarding current accessible parking spots in Needham.
- NCOD members complied with the Commonwealth of Massachusetts requirements by completing on-line ethics training.

FY2022 Forecast/Goals

- To continue to work with the School Administration, Town Clerk, Town Engineer, Highway Department, Permanent Public Building Committee, the Park and Recreation

Department and other pertinent Town of Needham departments in an advisory capacity to ensure compliance with MAAB and ADA building codes at schools, playgrounds, private businesses, community-based agencies and other municipal buildings as they are renovated.

- To continue to work with Needham Public Housing, its residents and Needham businesses to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To assess the effectiveness of existing signage and markings for accessible parking.
- To continue to inform non-compliant business property owners of regulations regarding proper accessible parking signage and offer properly worded accessible parking signs to public and private organizations and businesses at a reduced cost.
- To continue to work with the Needham Police to enforce proper usage of accessible parking spaces through a program that tickets violators.
- To assess the degree of accessibility at playgrounds and town owned fields in Needham.
- To continue to participate in the Local Emergency Planning Committee to promote awareness of disability issues.
- To promote awareness of the grant program that utilizes funds accrued from accessible parking fines for the specific benefit of persons with disabilities in the community.
- To continue to evaluate the NCOD website in order to make it as accessible as possible.
- To continue to be a resource to the Needham Diversity Initiative and to participate in their annual Diversity Summit.
- To continue to work with the Town Clerk's office to promote use of the Automark voting machine, so that persons with visual impairment can vote independently.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the updated NCOD brochures throughout the Town of Needham.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to persons with disabilities, with a focus on establishing a presence on social media platforms.
- To continue to promote registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to attend NCOD meetings which are publicly posted.

For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7500.

COMMUNITY PRESERVATION COMMITTEE

Members:

Peter Pingitore, Chair
Artie Crocker, Vice Chair
Paul Alpert
Joseph Barnes
Robert Dermody
Laura Dorfman
Chris Gerstel
Penny Kirk
Rick Zimbone

Appointed by:

Town Moderator
Conservation Commission
Planning Board
Select Board
Select Board
Historical Commission
Park and Recreation Commission
Housing Authority
Town Moderator
Staff
Cecilia Simchak, Staff Liaison
Kristen Wright, Recording Secretary

The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund. Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as “the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing.” Needham voted to accept the legislation in November 2004.

In FY2021, the Community Preservation conducted the following activities:

- Throughout FY2021 the Community Preservation Committee (CPC) remained remote to conduct all CPC business and all meetings were made available on the Town’s YouTube channel.
- All applications that were originally submitted for the Annual Town Meeting of 2020 were postponed for funding consideration until the Special Town Meeting held in October 2020.
- A public hearing was held on September 8, 2020 via Zoom.
- The Needham Community Preservation fund received its state distribution of \$754,080 from the Commonwealth in November 2020 which is a 28.63% match to local collection.
- The Town collected \$2,837,768 in FY’21 through the local surcharge.
- At the October 2020 Special Town Meeting the following projects were funded utilizing CPA funding:
 - Fund the Emergency Rental Assistance Program in the amount of \$120,000
 - Preserve and Restore the First Baptist Church in the amount of \$90,200
 - Preserve the First Parish Church steeple in the amount of \$50,000
 - Fund the Needham Community Farm Growing Bed Expansion in the amount of \$6,200
 - Fund the Design of Claxton Field Lights & Diamond Skin Renovation in the amount of \$101,500
- At the May 2021 Special Town Meeting the following projects were funded utilizing CPA funding:
 - Preservation of Town Marriage Records in the amount of \$25,000
 - Construction of the Fisher Street Trailhead in the amount of \$15,000
 - Resurface the DeFazio Track in the amount of

- Design for McLeod Field Renovation in the amount of
- Design for Trail Identification in the amount of \$6,000
- Design for Reservoir Sediment Removal in the amount of \$262,000
- Increase the Community Housing Fund from a 11% appropriation to a 22% appropriate for an additional appropriation of \$11,935

GOLF CLUB ADVISORY COMMITTEE

Daniel Dain (Chair), Paul Brockman, Roy Cramer, Jack Heavy, Richard Reilly, Jon Schneider, Chris Gerstel. Long-time member Roy Cramer resigned from the Committee in 2021.

Purpose

The Golf Club Advisory Committee members are appointed by the Select Board to act as a liaison between the Needham Golf Club and the Select Board. The Committee monitors Club operations to ensure that the Club is operated in accordance with the terms of the Lease with the Town. The Committee also provides a forum for residents to obtain information about the operation of the Club and to resolve any disputes with the Club. The Committee reports to the Select Board.

The Needham Golf Club is a private non-profit corporation organized in 1923. The Club operates a 9-hole golf course designed by a disciple of Donald Ross. The Club owns approximately 6.7 acres of land fronting on Green Street. The club house, parking lot, and ninth green are on land owned by the Club. The remainder of the golf course is on approximately 58.8 acres of land leased from the Town.

The current Lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate at any time for “any lawful municipal purpose” upon action by the Town Meeting.

Under the terms of the Lease, residents have the right to use the golf course for one full weekday, one partial weekday, and one partial weekend day. Greens fees charged are the same fees that members pay for their guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter recreation. The Lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

The Golf Club Advisory Committee meets prior to the beginning of the golf season and at the end of the season and holds special meetings if matters arise at other times.

FY2021 Highlights

- The Committee met with Club President Rick Zimbone and Club Vice President Bob Ernst twice during 2021, on May 17 and November 15. Due to the pandemic, the May meeting was held remotely; the November meeting was in-person at Town Hall.
- At the two meetings, the Committee reviewed with the Club’s leadership the Club’s compliance with the terms of the Lease, including rights of winter recreation, Needham High Golf Team access, and resident days; as well as resident composition of newly accepted members and the Club membership, and the prohibition of discrimination on the basis of sex, race, color, creed, sexual orientation, and national origin.
- The Club reported that fewer than 90 percent of new members for the calendar 2021 season were residents, below the threshold set forth in Lease section 9.2. The Club received a waiver from the Town Administrator under section 9.5.

- The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported few if any issues with neighbors. Committee members did not report learning of any neighbor complaints.

HISTORICAL COMMISSION

Rose Doherty, Chair; Laura Dorfman, Vice Chair; Dylan Attia, Secretary; Gloria Greis; Rick Hardy; Jeffrey Heller; Don Lankiewicz

Purpose

The Historical Commission was created to ensure the preservation, protection, and development of the historical assets that are the visible evidence of the Town of Needham's history. The commission conducts research to identify places of historic or archeological value, and seeks to coordinate the activities of unofficial bodies organized for similar purposes. The commission communicates with the Select Board about recommendations as to the whether an asset should be certified as an historical or archeological landmark.

The functions of the Historical Commission include:

- Assisting residents in obtaining historical information about the town
- Reviewing proposed demolition projects in accordance with the demolition delay by-law (2.11.5)
- Working with the town in the evaluation of the future use of historic buildings

FY 2021 Highlights

- Supported First Parish and First Baptist Church projects after meeting with liaisons from the Community Preservation Committee.
- Supported the renovation proposal for Emery Grover Building after discussion with Dr. Dan Gutekanst, Superintendent of Needham Public Schools.
- Supported Town Clerk's request to Community Preservation Committee to digitize marriage records back to 1711.
- Reviewed updated streetscapes plan.
- Revisited the process for demolition of a property on the inventory. The application for demolition must be received before the Commission acts.
- Approved the plan for the NC Wyeth Research Library which provides reasonable accessibility while minimizing damage to the historic house and the plan for renovation on a private residence.
- Discussed the process for establishing a Local Historic District and reviewed peer towns' criteria and experience.
- Considered ways to make NUARI part of the Commission's work, including greater diversity in recruiting, and a more inclusive definition of "historic" when choosing sites for the Needham Historic Inventory.
- Initiatives in Process
 - Continue to develop a plan for a Local Historic District.
 - Reviewing Inventory listings to incorporate a more diverse and inclusive history into the records.

NEEDHAM HUMAN RIGHTS COMMITTEE

Tina Burgos (Chair), Ashok Mehta, Belinda Carroll (liaison – NPD), Jared Pizzuto (NHS), Sophia Dedek (NHS), Jennifer Howard Schroeder, Cynthia Ganung, Marlene Schultz, Kerry Hurwitch, Bud Shram, Katie King (liaison), Julie Venables, Amelia Klein, Marcus Nelson



Charge (Approved August 12, 2008)

Created in 1995 by the Select Board, the mission of the Human Rights Committee is to address matters pertaining to human and civil rights and problems related to thereto that may arise in the Town.

The charge of the Committee is to:

1. Advocate appreciation and respect for human and civil rights in our Town (EDUCATION);
2. Organize and/or recommend community events to constructively promote respect for human and civil rights in our Town (COMMUNITY OUTREACH);
3. Provide advice and assistance to the Town Manager, Chief of Police, and/or other Town offices in response to issues that challenge the human and/or civil rights of any individual or group in our Town (COMMUNITY RESPONSE)

NHRC Logo



The NHRC logo design, which is universally recognized, combines the shape of a hand with that of a bird (dove). It was created by an international committee for the promotion and protection of human rights.

Membership

Official members of the Needham Human Rights Committee are Needham residents who volunteer to serve on the Committee. They are appointed by the Select Board.

The Committee shall consist of 12 members. When practicable, the Committee should include representatives or designees of the Needham Police Department and the Needham Public School Department (ex officio and non-voting), the Needham Commission on Disabilities, and the Needham Housing Authority. Membership should also include a representative of the local clergy, a senior citizen, a tenant of the Needham Housing Authority, a realtor, and a Needham High School student.

Meetings

Human Rights Committee meetings are usually held the *third Thursday* of each month at Needham Town Hall, Highland Room, 7:30-9:00 pm. During the pandemic, virtual meetings have been conducted via Zoom. These meetings were recorded and are available for viewing on the YouTube channel. Meetings are open to the public and all meeting dates and agendas are posted on the Town website 48 hours prior to the meeting. On occasion, guest speakers are invited by the Committee to share their expertise in the area of human rights. Guest speakers play an important role as resources for planning future NHRC events. The Committee welcomes all Needham residents who are interested in human rights to attend a meeting and to learn about the work of the Committee.

Community Education

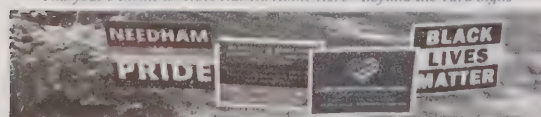
Organizing and sponsoring community events and educational forums related to human rights plays a major role in the work of the NHRC. Following are highlights for the Fiscal Year 2021:

Needham Diversity Summit November 15, 2020, ZOOM Conference

REGISTER NOW!

Needham Diversity Initiative's 9th Annual Diversity Summit is going VIRTUAL!
November 15th / 12pm-5pm / Zoom

This year's theme is "Hate Has No Home Here - Beyond the Yard Signs"



2020 Presenter Highlights



Grab T with Nikki Turpin: Director of Diversity, Equity and Inclusion at Chapel Hill-Chauncy Hall. Nikki joins us to discuss how to support racial justice, diversity and activism beyond the yard signs/ includes a 20 min audience Q&A.

PLUS+

HEAR Needham leaders, residents & students share their diverse journeys. **ATTEND 8+** interactive, breakout sessions on topical issues and what's next in activism. **BE INSPIRED** by multimedia video & musical presentations and MORE.

The Needham Diversity Summit is a wonderful event that brings together community leaders, friends, neighbors, and students to explore, foster, strengthen, and celebrate Needham's diversity of socioeconomic status, race, sexual orientation, gender identity and expression, religion, ethnic identity, age and ability.

Registration to this virtual Summit is FREE at
Needham Diversity Summit 9.0 - HATE HAS NO HOME HERE - Beyond the Yard Signs

For questions email info@needhamdiversity.org

"Hate Has No Home Here - Beyond the Yard Signs" Although the event was virtual, many people thought it was the best Summit yet and found the experience engaging. The keynote speaker, panels and presenters were highly rated. The interactive break-out rooms were also highlighted by participants. Attendees felt engaged and many expressed the need to become involved in actions. The NHRC was a co-sponsor of the event. NHRC members served on the Diversity Summit Planning Committee and promoted the Diversity Summit through media sources and outreach. NHRC members also participated in workshop sessions, an integral part of the Diversity Summit program.

***At My Neighbor's Table Series
Zoom Conferences***



Oct. 18, 2020 - What Kind Of Communities Do We Want To Live In?

December 13, 2020 - What Would Our Communities Look Like If We Valued Essential Workers?

Mar. 21, 2021 – Fault Lines: Grappling with segregation in our schools

The At My Neighbor's Table events adhere to the principal that all people - regardless of social, economic or health status; gender, religion, national, racial or ethnic identity; sexual orientation, political affiliation, age, or physical ability - are deserving of respect and equity within communities. Through the process of dialogue, they create conversations that bring people together in collective learning and inquiry. The conversations foster respectful sharing, listening, and discussion about equity in our communities. Two members of the NHRC serve on the AMNT planning committee, one member chairing the Committee. Three virtual events were presented during the Fiscal Year 2021.

***Annual Martin Luther King, Jr. Day Celebration
Jan. 18, 2021
ZOOM Conference***

"In the end, we will remember not
the words of our enemies but the
silence of our friends."

Join us for
Needham's Celebration and Observance of

Martin Luther King, Jr. Day

Monday, January 18, 2021

On Zoom

10:00 AM - 11:30 AM

Zoom Link will open at 9:45 AM

Free Registration At:

<https://www.needhamdiversity.org/needham-2021-mlk-day>
<https://www.needhamdiversity.org/needham-2021-mlk-day>

For more information visit:

www.NeedhamDiversity.org



Sponsored by the following Needham organizations:

- Diversity Initiative
- Interfaith Clergy Association
- Human Rights Committee
- Public Schools and the METCO Program

This annual family friendly event celebrates the legacy and the life and achievement of Dr. Martin Luther King, Jr. NHRC is an on-going sponsor of the community celebration of the life and legacy of MLK Jr. The event is hosted by the Needham Diversity Initiative. Other sponsors were the Needham Interfaith Clergy Association, and the Needham Public Schools and their METCO program. This program (virtual) was rated highly by the 350+ attendees. Performer Guy Peartree portrayed the life of MLK, Jr. in the context of the civil rights movement. The program honored the

contributions of Black people in our community and heard how residents are responding to racial injustice. Two members of NHRC serve on the board of NDI. NHRC participated in the event and promoted the MLK Day celebration through media sources.

Juneteenth *June 1-19, 2021*



2021 was the first year the Needham Human Rights Committee planned and executed a formal event for Juneteenth. Due to COVID-19, we were limited to celebrating virtually. Beginning on June 1, we launched a series of Facebook posts to educate, inform, and connect with the Needham community and beyond. The celebration culminated on June 19th with a video of Marcus Nelson speaking on the significance of the Juneteenth holiday (below).

Juneteenth is a remembrance of the date in 1865 — 2½ years after Abraham Lincoln signed the Emancipation Proclamation — when a Union general arrived in Galveston and informed Texas residents that enslaved Black people had been freed, prompting the release of tens of thousands still in bondage.

Commemorating Juneteenth is an important acknowledgment of the sacrifice of formerly enslaved Black people in this country, and a reminder of the ongoing racial justice work needed for the promise of freedom to be a reality for all of us. It's a day we commemorate the end of

slavery and we honor the Black community's role fighting for their rights and making us a better nation.

Across the country, hundreds of people, of all races, nationalities and religions join hands to acknowledge the painful history and lasting systemic impact of slavery and racial injustice in the United States. Juneteenth is an opportunity to recommit ourselves to the goal of creating a more equal and just society.

In 2020, Massachusetts Governor Charlie Baker proclaimed June 19th to be an official state holiday. The Needham Human Rights Committee recognizes this important holiday of independence in its continued resolve to bring about equality for all citizens of our community. We ask that you join us in observance of this pivotal moment in American history.

(NHRC statement read by select Board member Marcus Nelson in commemoration of Juneteenth.)

Community Outreach

In pursuing its mission, the NHRC seeks opportunities to collaborate - and develop on-going relationships - with groups in the Needham Community. Following are examples of ways the NHRC has made efforts to reach out to both official and non-official Town Committees and organizations.

Needham Unites Against Racism Initiative

During the summer of 2020, the Needham Select Board launched the Needham Unites Against Racism Initiative (NUARI) in an effort to establish a framework for the community to discuss difficult issues related to racism and create strategies for dismantling systemic racism and making Needham a more inclusive and welcoming community for all. The Select Board appointed two members of the Needham Human Rights Committee to sit on this working group: Marcus Nelson and Jennifer Howard Schroeder, along with invited members of the community. NUARI met 16 times over zoom in fiscal year 2021, held community listening sessions and produced a Vision Statement, Guiding Principles and Intentional Practices which were then promulgated to all Town Committees, Departments, and community organizations for their consideration and endorsement.

<https://www.needhamma.gov/DocumentCenter/View/23259/NUARI-Vision-Guiding-Principles-and-Intentional-Practices-Adopted?bidId=>

Needham Free Public Library

The Needham Human Rights Committee continued its partnership with the Needham Diversity Initiative and the Trustees of the Needham Free Public Library in offering the community opportunities to build connections through books. The Diversity and Discussion Book Club continued to meet, hosting two exciting zoom meetings featuring the authors of the selected books.

An American Marriage by Tayari Jones - January 27, 2021. Facilitated by NDI member Gretchen Cook-Anderson, Ms. Jones shared her inspiration and insights about this important book about a marriage disrupted by the wrongful conviction of a young, Black man.

Don't Ask Me Where I'm From by Jennifer De Leon - April 22, 2021. Facilitated by NDI member Jenn Scheck-Kahn, Ms. De Leon joined the discussion to

explore the life of a young high school student of color who lives in Boston but attends school in a nearby, very white suburb through the METCO program.

Needham Housing Authority

Members of the NHRC have had on-going conversations with the Executive Director and the Resident Services Coordinator to discuss common interests and means of support. The Committee's goal is to learn about the needs of residents living in NHA units, and how well residents of Needham public housing are integrated into the Community. The Committee continues to seek candidates who are residents of the Needham Housing Authority to serve on the NHRC, and has collaborated with NHA officials in promoting resident representation on the Committee. Select Board member Dan Matthews asked for the Committee's feedback on the 40B Housing Guidelines document that was distributed. After discussion it was decided that a subcommittee of three members would review it and write a statement to be sent to the Select Board, viewing it from a human rights perspective.

Media Sources

The NHRC has developed close links with the local media. Direct contact with editors and journalists in the past has helped the Committee promote its events and generate interest in human rights. The Hometown Weekly has consistently responded to press releases and published lead articles about Committee events in a timely fashion. Additionally, the NHRC launched its own Facebook page to publicize events and promote understanding of human rights issues in the community.

Needham Public Schools

Members of the Committee continued to meet with the Superintendent and Needham Public School officials and staff to discuss ways to collaborate and to share resources. The NHRC is committed to developing on-going relationships with school personnel and students. Their input is critical in the planning of educational forums which address the challenges faced by youth in our community. Dr. Gutekanst has attended many NHRC meetings and has kept the Committee informed about major initiatives and activities in the NPS, particularly updates related to the Needham Equity Report. The NHRC provides opportunities for NHS students to take on leadership roles as members of the Committee, and to take initiative in providing student participation and input in the planning of events. The Needham High School representative who serves on the Committee provides an important link to faculty and student groups.

REAL Coalition A member of NHRC serves on the School District-wide team: Race, Equity, Access & Leadership (REAL), whose purpose is to lead the work and conversations around equity in the Needham Public Schools and classrooms. The NHRC is a partner of the Coalition.

Indigenous Peoples Day Two Needham Public School students requested guidance from NHRC to create a petition to change the name of Columbus Day to Indigenous Peoples Day in the official NPS calendar. Two NHRC members served on a planning committee along with Needham Diversity Initiative members. The students presented their idea to the Select Board and were advised to develop a proposal based on research. The planning committee worked with the students to develop their petition. The students' petition was presented at a School Committee meeting on April 27, 2021.

Voices in Unity Organized by Joanne Allen-Willoughby, director of the Needham METCO program, VIU brings together anti-racist and anti-bias groups in Needham to find ways they can support one another, and to develop a common language

and understanding. The group meets monthly. Meetings are facilitated by Dr. Willoughby along with Dr. Gary Bailey, director at Simmons College. NHRC members participate in the meetings and share its mission to collectively work with the Town of Needham to combat systemic racism.

Needham Council On Aging

The co-chairs of the NHRC have corresponded with the Executive Director of the Council on Aging to plan events at the Center at the Heights to accommodate the needs of older adults. The Director has been supportive in helping the Committee reserve dates and space at the Center to host key events. The Center staff members have generously given their time and energy in organizing and facilitating event activities.

Needham Diversity Initiative, Inc.

The Needham Diversity Initiative (NDI) is a grass-roots, community organization of individuals who live, work, study - or whose children study - in Needham. Many are educators and have been involved with diversity training in the past (e.g., via their profession or membership in Needham's Human Rights Committee, Needham Clergy Association, or Immigration Justice Task Force). The NDI organizes on-going events, workshops, and community forums which provide opportunities for residents of Needham to learn about the diverse populations within their community, to examine diversity issues, and to build diverse coalitions. Two members of the NHRC serve on the Board of the Needham Diversity Initiative. The NHRC has been an annual co-sponsor of the Needham Diversity Summit and the Martin Luther King Day Celebration. The NHRC has co-sponsored many of the events organized by the NDI during the past year.

Needham Clergy Association

One member of the NHRC is an active member of the Needham Clergy Association. Both groups have shared information about their work with members of their respective organizations, and have supported and attended public events organized by each group. This past year, the NHRC was a co-sponsor of three community inter-faith virtual conferences: At My Neighbor's Table Series.

Needham Immigration Justice Task Force

One member of the NHRC is a member of the Immigration Justice Task Force and has been an important link to the group. The NHRC has supported the activities of the IJTF and has attended and co-sponsored events they have organized. The work of the IJTF is relevant to the work of the Committee: both groups are advocates for human rights. The IJTF has been an important source of information about current issues and actions taken in relation to immigration policies, many that involve residents and employees in the Town of Needham.

Human Rights Resource Groups

The NHRC has kept informed about human rights issues by connecting to regional organizations and groups who serve as resources to the Committee. These resources enhance the work of the Committee in planning educational forums, and in responding to issues that challenge the human rights of any individual or group in the Needham Community.

Massachusetts Association of Human Rights and Relations Commissions (MAHRC)

The Massachusetts Association of Human Rights and Relations Commissions is an organization of municipal and local agencies responsible for promoting human and civil rights and harmonious relationships among diverse groups at a local level. The mission of MAHRC is to provide local and statewide leadership in the areas of human rights and intergroup relationships. MAHRC accomplishes this charge by promoting networking initiatives, developing educational strategies and model programs; and serving as a resource for new and existing human rights and relations commissions.

Community Response

In meeting its charge to provide advice and assistance to the Town Manager, Chief of Police, and/or other Town offices, the Needham Human Rights Committee has supported community efforts that promote inclusivity, and has participated in community initiatives in response to acts of hate and bias.

Town Vigils



Needham Interfaith Trans Day of Remembrance Vigil - Nov. 11, 2020

This vigil was a time to remember Trans and gender non-conforming people who were killed in hate crimes over the past year. It was led by some members of the Needham Interfaith Clergy, and OUT MetroWest. NHRC was a cosponsor of the annual vigil – a powerful experience and an effective way to reach out to the community.

Stop the Hate - Vigil to support AAPI neighbors - March 20, 2021

NHRC was a co-sponsor of the vigil held on the Town Common. The vigil was planned by many community groups in response to killings in Georgia of people of Asian descent. The goal of the vigil was to both mourn those losses and acknowledge the significant rise in hate crimes committed against the Asian American and Pacific Islander communities.

Community Observance of George Floyd's Murder - May 31, 2021

Needham residents gathered while maintaining physical distance along Highland Avenue for a silent vigil in peaceful support of the protests. Mae Hardebeck, a Needham High School graduate and Needham Times reporter, stated: *Although thankfully we have not experienced any police brutality in our community, Needham is not a perfect "bubble;" anti-blackness and racism affect Needham residents on a daily basis in subtle ways, such as micro-aggressions and a lack of racial diversity that operates as de facto segregation. Racism doesn't simply exist on an individual level where we can cast members as either "racist" or "not racist" based on their actions or thoughts, but rather as a complex system in which all of us participate, whether we choose to or not.* NHRC was a co-sponsor of the vigil held on the Town Common.

Rapid Response and Resilience Training Workshops - Needham Community Response Network

As part of its mission to protect the human rights of all Needham residents, the Needham Human Rights Committee has provided advice and assistance to the town and has participated in community initiatives in response to acts of hate and bias. The NHRC has been interested in developing a Community Response Network to respond to acts of bias and hate in Needham. Needham residents, Town officials, members of the business community, and others attended a 3-session workshop intended to help formalize our community's response to hate speech and other acts of discrimination. The workshop was held online, via Zoom, on consecutive Tuesdays, November 17, November 24, and December 1, from 8:00 am – 10:30 am each day. All invitees were asked to participate only if they could commit to attending all 3 sessions.

The workshop brought together diverse interests and viewpoints to work to identify ways we can effectively prevent and respond to incidents of hate and discrimination against those who live, work and pass through Needham. The workshop was planned and co-hosted by the Select Board, the Needham Diversity Initiative, and the Needham Human Rights Committee.

The workshop was facilitated by Over Zero, a non-profit based in Washington, DC. Through trainings and workshops, Over Zero partners with community leaders, civil society, and researchers throughout the U.S. and internationally; its focus is on harnessing the power of communication to prevent, resist and rise above identity-based violence and other forms of group-targeted harm.

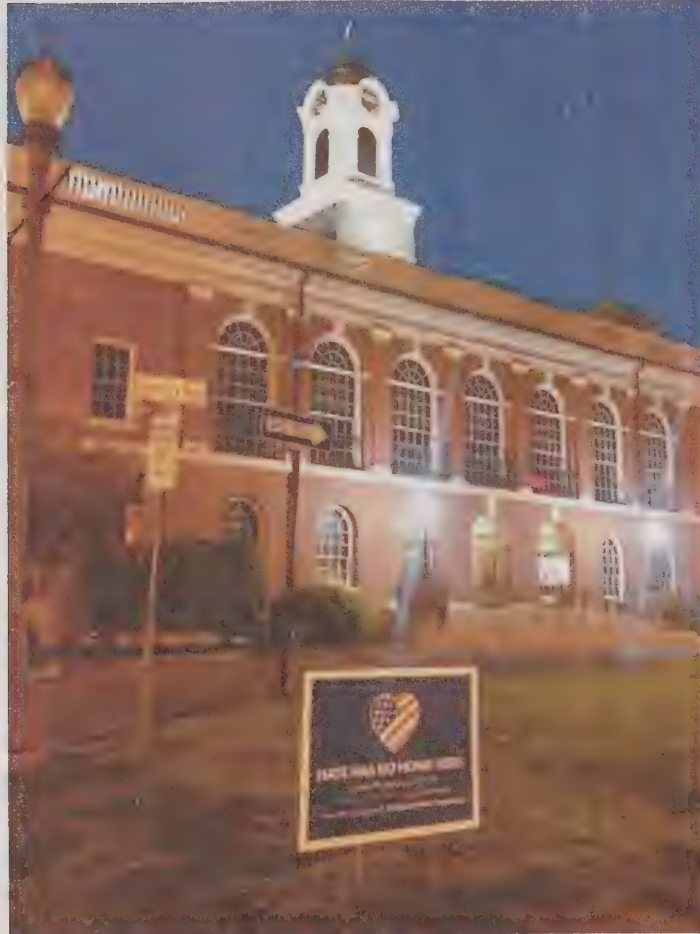
Attendees of the workshop received an overview of the dynamics of hate; examined recent events in the community; participated in simulations to help inform how and when to respond to hate incidents; and prepare and plan for future events. The workshop was intended to be the start of a conversation with additional work occurring after the event. Participants:

- learned about the growing frequency of identity-based violence and group-targeted harm;
- assessed the impact of past events and assessed the risks for future events in Needham;
- explored the continuum of possible responses and identified possible strategies for Needham; and
- identified potential meaningful steps forward.

Development of a NHRC Complaint Process

The Committee began work on drafting a discrimination complaint process for the Town. Drake Pussey, co-chair of the Arlington Human Rights Commission, was invited to the February meeting to present the AHRC complaint process to the NHRC, which was a robust and an interesting model for the Committee. Two members of the Select Board joined the meeting for the presentation. The Committee was very impressed with the depth and breadth of how Arlington is handling complaints and it gave the Committee the impetus to move forward. A sub-committee was appointed to begin drafting a process for NHRC.

*Needham Human Rights Committee
Statements*



April, 2021 - Derek Chauvin Verdict

To members of our Needham Community: The members of the Needham Human Rights Committee extend their deepest sympathy to the family of Mr. Floyd and hope that his loved ones can begin to heal from this tragic and senseless loss.

The long-standing history of systemic racism in our country has created a society in which Blacks are devalued and marginalized. The guilty verdict of Derek Chauvin not only serves accountability for the killing of George Floyd, but it is a long overdue step toward justice for Black Americans.

The Needham Human Rights Committee will continue its work toward racial equity and will endeavor to “actively engage with those who feel the impact of racism most directly, seeking their input, guidance, and honoring the wisdom of experience.” -Needham Unite Against Racism Initiative

In accordance with our purpose, we strive to reaffirm the worth and dignity of every human being. Our hope is to facilitate healing and the creation of a world grounded in community building and transformative change.

Signed the Members of the Human Rights Committee

April, 2021 - April 13, 2021 Town Election

The Needham Human Rights Committee would like to congratulate Lakshmi Balachandra and Marcus Nelson on their historic election wins for Select Board members. As the first people of color to be elected to the Board, we are excited to collaborate with this diverse body to continue our mission of making Needham a more inclusive and welcoming place for all who reside, work and visit our community. The significant increase in civic engagement in this election demonstrates exciting opportunities for progress in executing NUARI's (Needham United Against Racism Initiative) recently adopted Mission statement:

Needham will be a community free of racism, racial bias, prejudice, and discrimination. Our residents, schools, businesses, organizations, and government will work together to identify barriers to racial equity and create solutions, opportunities, resources, and support for removing them.

For the first time in the history of Needham, we are experiencing what NUARI named as guiding principle 1(a): people of color will see others of color in leadership roles in government, business, the school system, and civic groups.

The business of advocating for human rights in Needham is deeply enhanced by having many different perspectives represented in analyzing any situation. Today we have more voices than ever at the table to do this work. The Needham Human Rights Committee is eager to continue to join forces with the Select Board to amplify community concerns and protect human rights.

We also want to extend our gratitude to Maurice Handel and John Bulian for their support and allyship during their tenures. Their commitment to furthering human rights initiatives has always been appreciated and will truly be missed.

Signed the Members of the Human Rights Committee

NEEDHAM FREE PUBLIC LIBRARY

Board Of Trustees

Robert A. Petitt, Chair, Kathleen M. Cahill, Jay M. Fialkov, Anna Giraldo-Kerr, Richard C. Hardy, Thomas M. Harkins, Carol J. Thomas

Staff

Ann C. MacFate, Director, Demetrios A. Kyriakis, Assistant Director, Diane T. Brown, Technical Services Supervisor, Paula A. Dugan, Children's Supervisor, Sarah Breen, Reference Supervisor, Deborah A. Lovett, Circulation Supervisor, Danielle K. Tawa, Technology Specialist/Archivist, Gay Ellen Dennett, Reference Librarian/Program Specialist Robin Flynn, Reference Librarian/AV Specialist, Erin G. Bassett, Reference Librarian/ Young Adult Specialist, Veronica L. McCarthy, Children's Librarian, Carolin S. Davis, Assistant Children's Librarian, Manuela R. LaCount, Assistant Cataloger, Karen H. Donaghey, Library Assistant, Lu-Ann M. Caron-Leslie, Library Assistant

Part-Time Reference Staff:

Jeffrey R. Arnold, Kathleen Keleher, Ammie Long, Leigh R. Rudikoff

Part-Time Children's Staff:

Lucia S. Dolan, Gina L. Favata, Elise R. Katz, Marianne R. Sorensen

Part-Time Administrative Assistant

Jenna A. White

Part-Time Library Assistants

Sandra J. Bedigan, Annalisa Bishop, Chelsea E. Brown, Charlotte R. Buxton, Phyllis J. Cashman, Meghan L. Cericola, Carol M. Daniels, Julia M. Hass, Judith G. Johnson, Samuel Korstvedt, Janet S. Krawiecki, Deborah J. Reardon, Sebastien B. Sulser, Danielle Szende, Nancy D. Teich, Joan P. True

Custodial Staff

Angel R. Lopez, Jeffrey Jacquart, Jader Ribiero, Mario Padilla

Authority

The Board of Library Trustees derives its authority from Massachusetts General Laws, Chapter 78, Sections 10 and 11, and the Needham Town Charter Part 3, Section 19.

In conjunction with its Strategic Plan, the Board of Library Trustees has adopted the following Vision and Mission Statements.

Vision Statement

The library will provide and expand resources and information to satisfy curiosity and will provide opportunities to discover and share new ideas.

The library will be a vibrant and welcoming place for all people to gather, meet, and learn.

The library will create opportunities for programs, services, and outreach, by building partnerships with institutions, such as schools, businesses, and organizations.

Mission Statement

The Needham Free Public Library provides access to materials, resources, and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community.

FY2021 Highlights

Fiscal Year 2021 was affected by COVID-19 from start to finish. It may seem so long ago, but it was an incredibly trying year for everyone in many ways, though there were certainly bright spots, too. The Library found ways to serve and connect throughout the year. We provided curbside pickup, printing services, lent out Chromebooks, WiFi hotspots. We hosted programs galore, mostly virtual! We made and distributed craft bags for all ages and STEM kits for children. We recommitted ourselves to Diversity, Equity, and Inclusion efforts. We excitedly prepared to reopen! Thank you for getting through 2020 with us. We hope we brought a bit more joy into your homes. If you missed any of our programs, most were recorded and can be found on YouTube. Here's a snapshot of what we did throughout the year:

Summer Highlights

- We provided Curbside Pickup services and began circulating Chromebooks. This service took enormous effort to run smoothly, but it provided a connection to our patrons, and comfort during uncertain times. Thank you to staff who made this service happen, and to the patrons who faithfully utilized it!
- The Library Board of Trustees approved their Commitment to Equity and Inclusion Resolution. Read it here: www.needhamlibrary.org/trustees-commitment/
- Our Children's Summer Reading program had 283 children register.
- We received a Summer Learning Grant from the Mass Board of Library Commissioners which helped fund Storywalks, crafts, and STEM kits.
- We began offering virtual programs for children and Tweens: preschool music programs, book clubs, Escape Rooms, and Baby Signs classes.
- Reference Supervisor, Stefanie Claydon, left her position at the end of August.



Fall Highlights

- Sarah Breen was promoted to Reference Supervisor as of October 19.
- We began lending WiFi Hotspots.
- The Library cosponsored the Needham Diversity Initiative's 9th Annual Diversity Summit: "Hate Has No Home Here—Beyond the Yard Signs".
- We partnered with Parks and Rec to have Storywalks at the Rail Trail and Mills Field.
- We partnered with King Arthur Baking Company to provide 50 kits for a bread making program. Over 150 people participated in this extremely fun, first-in-the-country event!
- Our Teen Librarian, Erin Bassett, ran the Teen and Adult Craft and Chat virtual program.



Winter Highlights

- We made two big changes to remove barriers to access at our library: we dissolved the Rental Collection which removed fees to borrow. Next, the Library Trustees voted to remove fines and we became officially Fine Free in February!
- Ann MacFate announced her intention to retire before the end of 2021, after 65 years of service!
- As part of the Trustees' McIver Series, the Library hosted a virtual panel with Rev. Catie Scudera and Gloria Greis about slavery in Massachusetts and in Needham, as well as hosting Verónica Robles' All Women Mariachi Band.
- The Diversity and Discussion book group read *An American Marriage* by Tayari Jones and hosted the author for a discussion.
- We began to feature virtual only exhibitions of art on our website.
- We hosted a virtual Winter Social in December for patrons to chat with staff.
- We officially began providing printed documents for patrons upon request.
- Our Children's Supervisor, Paula Dugan, received a Cares Act Grant from the Massachusetts Board of Library Commissioners.
- We participated in our first Winter Reading Challenge through Beanstack and reached our goal of 5,000 hours read!
- Our new website vendor, Stirling Brandworks, distributed an electronic survey to determine what library users wanted on the new website. Over 900 people responded!

Spring Highlights

- In April, the Diversity and Discussion book group read *Don't Ask Me Where I'm From* by and hosted author Jennifer De Leon.
- Paula Dugan and Erin Bassett, presented "Bake for Good," a program about our events with King Arthur Baking Company at the Mass Library Association virtual conference.
- Chinese Friends of Needham provided a virtual program "Saluting the AAPI Pioneers in STEAM" and an AAPI virtual story time.
- The Children's Summer Reading program offered a combination of live, in-person outdoor programs as well as many online events.
- Our AV Librarian, Robin Flynn, shifted DVDs so patrons can more easily find TV Series and Playaways. Patrons have loved this change!
- We reopened to the public on Tuesday, June 1st, 2021. Many programs returned to in-person events, and we have been so happy to see you all ever since!



Strategic Plan Highlights

The conclusion of the 2017-2027 strategic plan marked the end of an unprecedented period of change and progress for the Needham Free Public Library. The ambitious plan, launched in July, 2016, was the result of input from more than 800 community members, 50 library staff members and the Library Board of Trustees. Long- and short-range goals were designed to move the library forward in an ever-evolving world of new technologies, changing demographics, and competing economic priorities.



Guided by the plan, the Library made meaningful progress in creating a welcoming and more diverse environment, advanced the use of new technologies, and expanded services for teens and pre-teens. While not every goal was met, much was accomplished in six key areas. The library will soon embark on the planning process for its next strategic plan.

See the full Strategic Plan FY 2017 - FY 2021 and a summary of the goals accomplished on the Needham Free Public Library website: https://needhamlibrary.org/strategic_plan/

FY2022 FORECAST:

Director Ann MacFate will retire on November 2, 2021. The Library thanks her for her service and contributions to the community of Needham.

The Library will continue to provide excellent services, programs, and information to our patrons as we enter our “new normal”. We look forward to hybrid programming, and eventually returning to in-person programming indoors. We expect that downloadable books, magazines, films, and music will continue to increase in popularity, but the use of physical materials will remain the most popular library service.

We look forward to launching our wonderful new website in the summer, and to welcoming a new Director in the fall. We will also begin our new Strategic Planning process!

Donations to the Library

During FY2021, the library was not able to host volunteers inside the library. The Friends organized a book donation drive which occurred out of the trunks of cars in the parking lot on January 23, 2021. They held two “pop up” sales outside on April 10, 2021 and May 15, 2021. All the sales were very well attended! Many people volunteered to provide free programming to our residents during the year, for which we are enormously thankful! The Friends of the Library paid for subscriptions to international magazines; museum passes; adult and children’s library programs; popular books; playaways; DVDs; audio books; young adult books, graphic novels, and audiobooks; the electronic bulletin boards; and World language books. The Library Foundation of Needham provided funds for many of the library’s programs, adult audiovisual

materials, and young adult collection development. Other people, clubs, groups, and organizations that made significant donations to the library in FY2021 include:

- Needham Council for Arts and Culture (formerly Needham Cultural Council)
- Volante Farms
- Yoga instructor Lyn Jekowsky
- Family Access of Newton
- Riverside Early Intervention
- Om Paithankar of Dedham High School
- Lisa Giancola of Langione Dance
- Faith Ponger is Tucker the Dog
- Nini Apostolicas of Noble & Greenough School

We are so thankful to the artists who allowed us to showcase their work on our website while our building was closed. It provided something to look forward to for many residents! Thank you also to the many individuals who made memorial and honoring donations to the library during FY2020. The Trustees and staff are grateful to everyone who made a donation to the library. Your generosity impacts our collections as well as our residents. Thank you!

FY2021 Statistics	Total
<i>Physical Materials Circulation</i>	247,656
<i>Electronic Content* Downloads</i>	101,682
Total Circulation	349,338
Total Curbside Circulation (included in the Total Circulation number above)	212,640
Reference Questions	23,982
Library Programs	422
Attendance	7,945
<i>*(eBooks, digital audiobooks, movies, magazines)</i>	

PARK AND RECREATION COMMISSION

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Christopher J. Gerstel, Vice Chair

Michelle S. Geddes, Member

Dina Hannigan, Member

Bruce Williams, Member

Staff

Stacey Mulroy, Director

Fabien Desrouleaux, Assistant Director

Chris Burnham, Recreation Supervisor

Kristen Wright, Administrative Specialist

Kim Parsons, Administrative Assistant

Mission

The Needham Park and Recreation Commission and Department provides year-round recreation opportunities and leisure services for Needham residents of all ages. The goal is to provide opportunities that are safe and fun and promote healthy living. Park and Recreation is proud of the benefits that recreation and parks provide to our community, including environmental, economic, community and personal benefits.

Purpose

Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages.
- Serves as steward of over 300 acres of public parkland including the Town Forest; and schedules recreation and athletic facilities.
- Manages the Rosemary Recreation Complex as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.

The five members of the Park and Recreation Commission are elected to three-year terms. The Commission typically meets on the second and fourth Mondays of each month.

FY2021 HIGHLIGHTS

- Adopted NUARI principles.
- In May 2021, the department hired Fabien Desrouleaux as the Assistant Director of Park & Recreation. Fabien comes to us from Florida and has been an exciting and energetic addition to our team.
- At the end of FY2021 we were able to run near-normal programming. We ran summer programming at Cricket Field, Newman Elementary, Eliot Elementary, and Needham High.
- At the Elliot School, the Department collaborated with the school's Summer Bridges program for the first time.

- The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents.
- The National Recreation and Park Association has conducted research on three core principles that include *Conservation*: protecting open space, connecting children to nature, and engaging communities in conservation practices; *Health and Wellness*: leading the community to improved health and wellness through parks and recreation; and *Social Equity*: ensuring all people have access to the benefits of parks and recreation. Needham Park and Recreation continues to strive to meet these three pillars through services, programs, and facilities.

Rosemary Recreation Complex Programming

- 2021 pool season was also able to operate in near-normal conditions.
- There were 33,358 visits to the pools, averaging 491 visits per day
- Swim lessons returned and were filled to capacity. We also held adaptive swim lessons.
- 110 Swimmer took part in Swim Team. The team won the league championships.
- The Department offered summer pool programs by revolving fund fees, generating \$60,000 in revenue.
- Kids Night Out returned.

Economic Benefits

- The Commission waived \$4,000 of Summer Program fees for Needham individuals and families in need of assistance and \$10,000 for pool memberships and \$6,500 for our year-round programs, to enable all to have access to recreation and leisure activities.
- The Department offered year-round programs by revolving fund fees, generating \$286,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees.
- The Commission conducts an annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs.
- The Department assists with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse.

Community Benefits

- The DeFazio Track was resurfaced.
- Many of our events returned, including Pumpkin painting, Spooky Walk & Turkey Hunt.
- We hosted a booth at the Annual Harvest Fair
- Department continues work with DPW Building Maintenance on plans to replace water bubblers at our parks and facilities, with a strong emphasis on water fillers.
- Department provided regular social media updates through Facebook, Instagram, and Twitter
- Department served on the Youth Resource Network to help address specific needs of school-age youth and families that reside and/or attend public schools in Needham.

Environmental Benefits

- Department is bringing back and revamping our Trail Steward program
- Department participates in trail clean-up projects in the spring and fall, with more than 1,000 pounds of trash picked up, and works with community groups to do clean-up projects throughout the year.
- Trash left behind at parks, athletic fields, school sites, tennis courts, playgrounds and trails continue to be a discussion, and educational campaigns continue to encourage residents to pick-up trash at any of these sites. The Town is continuing with the Bill Belly program to help mediate our trash issues, as well as reaching out and working with neighboring colleges to increase awareness and help with our continuous and growing trash problems.

Personal Benefits

- Promoted discussions and awareness on concussion awareness in youth sports. Suggested and hopefully requiring all youth sports organizations require concussion training recommended by the CDC, <https://www.cdc.gov/headsup-youthsports/index.html>
- Lowered a swing at Mitchell to accommodate a student with dwarfism.
- Worked in collaboration with the NHS-Post Grad program and hired interns to work at the RRC.

NEEDHAM HOUSING AUTHORITY*Reginald C. Foster, Chair**Eleanor Evans, Vice-Chair**Ed Scheideler, Treasurer**Penny Kirk**Janice Bennett, Tenant Commissioner*

Needham Housing Authority's mission is to provide decent, safe, and affordable housing for low to moderate-income families and individuals and to offer programs and resources to improve the quality of life for residents. For over 70 years, the Authority has faithfully served the town of Needham by administering State and Federal aided housing programs that provide affordable and low-income housing opportunities for Needham's elderly, disabled, and family populations.

The Authority owns and/or manages 456 units of affordable housing for the town of Needham, as follows:

Units	Funding Program	Location	Bedroom Size
152	State (Ch.667) -- Elderly/disabled	Linden St. & Chambers St.	Studios
8	State (Ch.689) Special Needs	Great Plain Ave.	Community Residence
46	Federal -- Elderly/disabled	Seabeds Way	1 BRs
30	Federal Family	Captain Robert Cook	2, 3 & 4 BRs
60	Federal Family	High Rock Estates	2-3 BRs
20	Project-Based Vouchers - Section 8	High Rock Homes (Rentals)	2-3 BRs
20	Mixed Finance (including Needham CPA funds)	High Rock Homes Homeownership-Condo	2-3 BRs
120	Federal Section 8 Housing Choice Vouchers	Various local locations	Various

Oversight of the Needham Housing Authority is provided by a five-member Board of Commissioners. Three of the five are elected by the voters of Needham. A tenant-commissioner is appointed by the Select Board from nominations provided by the local tenant's organization. One member is appointed by the Governor. At its May Annual Meeting, the Board elects its officers: Chair, Vice-Chair, and Treasurer. The Executive Director of the NHA serves as Secretary.

In Spring 2021 Janice Bennett was elected to Board and currently serves as tenant-commissioner. All Commissioners are residents of the Town of Needham.

The Commissioners' terms are staggered and may be found on the Town website at: <https://www.needhamma.gov/1207/Needham-Housing-Authority>

More information about the NHA may be found at: <https://www.needhamhousing.org>

Staffing

In 2021, the NHA Executive Director was Angie Medeiros. Cheryl Gosmon joined as Assistant Executive Director on February 28, 2022. They supervise 6 administrative and 5 maintenance staff. Ms. Medeiros resigned effective May 6, 2022, and a search for a new executive director is underway as of this writing.

The NHA is subject to a collective bargaining agreement with the Massachusetts Public Employee Council on behalf of the Public Employees Local Union 272 of the Laborers International Union of North America, AFL-CIO. The union represents all non-management employees.

The Authority remains committed to providing high-quality maintenance, property management, and resident services in order to serve its residents and preserve the existing housing stock as a public resource for decades to come. The Board and staff members regularly attend seminars and training programs to enhance their professional effectiveness.

Financial & Budget Information

Needham Housing Authority maintains separate budgets for each of its programs. Monthly rent receipts are the major source of funding for the Authority. Additional operating and capital improvement subsidies are provided through the Department of Housing and Urban Development for the federal programs and the Massachusetts Department of Housing and Community Development (DHCD) for the state programs.

The Authority receives no Town of Needham money for its continued operation and is not part of the Town's budget. The Authority's financial statements are prepared by Milne, Shaw & Robillard, P. C., certified Public Accountants, and operate on a calendar fiscal year basis. For FY2021, the Authority's total operating revenue was \$4,400,278 and its total operating expenditures were \$4,052,888. The Authority made \$117,335 of capital investments and accomplished \$136,774. in other improvements to our properties.

COVID-19 Pandemic

Like all other organizations in the country, the Authority was substantially impacted by the COVID-19 pandemic. Extraordinary cleaning and other maintenance measures were implemented. The administrative staff was forced to work from home. Third-party services to residents were substantially curtailed or suspended. The Board moved its monthly meetings onto the Zoom video conferencing platform.

Other FY2021 Highlights

- Working with State and Federal authorities, a major cleanup and quality improvement of Authority records was accomplished. Administrative procedures were reviewed and upgraded.
- NHA successfully brought in Section 8 voucher program management back in house, with a beneficial effect on NHA's finances. Previously NHA had outsourced this responsibility to the Dedham Housing Authority.

- An unused building was cleared out to be repurposed for new uses.
- Three new picnic tables were procured for Linden/Chambers.
- A major project to upgrade windows at Capt. Robert Cook was accomplished.
- Substantial improvements to the Authority's policies procedures were achieved, including a new Grievance Policy and new an updated Admissions & Continued Occupancy Policy.
- Reginald C. Foster was appointed the Authority's representative to the Community Preservation Committee.
- Ed Scheideler was appointed the Authority's representative to the Needham Housing Plan Working Group.
- A new robocall system was tested and implemented. It has substantially improved and streamlined communications with our tenants.
- An overhaul and updating of the NHA website was initiated. A new phone system was also installed. Official eMail accounts were established for all Commissioners.
- Recommendations from the Needham Department of Public Health survey were received and acted upon.
- In October 2021 NHA implemented its first annual resident survey. 54 surveys were returned. Overall, 79.9% of the respondents indicated that they were Highly Satisfied or Satisfied. The survey identified a number of areas for improvement and will be repeated in October 2022.
- All State and Federal property inspections received a passing score.
- The Authority initiated an emergency process to deal with the onset of the COVID-19 pandemic in March, 2020. This process was continued throughout 2021.

Modernization & Redevelopment Initiative

In July 2021, NHA launched the Modernization and Redevelopment Initiative (MRI), a 5–10-year program to systematically modernize and/or redevelop all of NHA's aging housing units. The Cambridge Housing Authority was engaged to be the NHA development consultant/partner for the MRI. In December 2021, NHA submitted several CPA funding applications for approval at the 2022 Spring Town Meeting. The first MRI phases will focus on the modernization of our Seabeds and Cooks developments, the redevelopment of our High Rock Estates units, and creating schematic design for the redevelopment of our Linden and Chambers properties.

Waitlist

The average wait time for a one-bedroom unit is two to five years. The two, three, and the four-bedroom waitlist is over 5 years.

Community Partnerships

The Authority works in collaboration with many local organizations and businesses including Needham Community Council, Cradles to Crayons, Toys for Tots, Needham High School the Needham Community Farm, Noble and Greenough School, Needham Park and Recreation Department, the Linux Club, and the Kalmia Club, and several churches and synagogues. These important partnerships provide residents with additional services and opportunities.

Care Connections, a cooperative venture with Springwell and Needham Housing Authority provides support for senior and disabled residents who require little assistance with activities of daily living. The costs for these resident services are income and need based and are provided to residents on a sliding scale.

Resident Services

Our Resident Services Coordinator assists families and seniors residing in our communities by connecting them to area service agencies and resources. The Resident Service Coordinator works closely with the Needham School Department coordinating the school curriculum with the After School Program provided at the Captain Robert Cook Drive Community Room. Generous donations from Needham Bank, Dedham Bank, Needham Women's Club, Roche Brothers and provide some of the funding for this program. The Needham Community Farm provides fresh fruits and vegetables to residents through their Mobile Market Delivery service during the summer months. Trader Joe's provides free fruit and vegetables. Residents of Seabeds Way also benefit from Trader Joe's donations. Cradles to Crayons, Toys for Tots, and Backpack Basics are organizations that provide clothing and books, holiday toys, and back-to-school backpacks. Occasional parties and entertainment are provided at the Chambers and Seabeds Community Rooms. The Police organize an annual cookout for the Captain Robert Cook Drive family neighborhood.

Public Safety Department

The Public Safety Department wrapped up its work by the end of 2021 and has been suspended. The Needham Housing Authority will continue its relationship with the Needham Police Department and HUD Federal Agents to help with criminal investigations, keeping up with crimes in the areas and making new friends in the law enforcement communities.

Contact Information

In March 2022 the NHA administrative office was relocated from 28 Captain Robert Cook Drive to 21 Highland Circle in Needham. You may contact NHA staff by phone at 781-444-3011 or by email: mcelestin@needhamhousing.org. The office is open Monday through Friday from 8:00 A.M. until 4:00 P.M. (The office is closed to the public on Fridays).

TRAFFIC MANAGEMENT ADVISORY COMMITTEE (TMAC)

Justin McCullen (Chair), Seth Bauer (Vice Chair), Tony Del Gaizo (Town Engineer), Rhain Hoyland (Highway Superintendent), Lt. John McGrath (Needham Police Department), Donna Mullin, Suzanne Stein, Rebecca Tarantino, Bob Wilson (Traffic Engineer & Technical Advisor)

Mission

The role of the Traffic Management Advisory Committee (TMAC) is to evaluate petitions concerning traffic safety on Needham's public ways, to make safety improvement and enforcement recommendations to the Select Board, and to generally promote public education about these issues. The Committee's overarching goal is to ensure the safety of pedestrians, motorists, and bicyclists. TMAC's responsibilities include: 1) Providing a forum for community members to seek input on and assistance with traffic safety concerns that they have identified in Town; 2) Developing and recommending interventions or new approaches to address these concerns; 3) Monitoring the effectiveness of any changes while communicating these results to the Select Board to better inform their decisions; 4) Reviewing existing policies and procedures to ensure their continued efficacy, coordination with other programs, and clearly communicated objectives; and 5) Making recommendations to the Select Board to implement significant changes to existing programs that require political, procedural, and/or budgetary action. The Committee is comprised of a combination of Town officials and residents. It meets on the second Wednesday of every month, with occasional breaks due to Town Meeting or other scheduling conflicts. The agenda items for each meeting are determined in advance through petitions submitted by community members on the Town website, which detail their concerns and any suggestions for improvement. These petitions are reviewed by TMAC members prior to the meeting. At the meeting, each resident is invited to summarize their petition and engage in a discussion about the relevant issues with TMAC members. Each item is considered for 15-20 minutes. When necessary and feasible, TMAC will then vote on recommended actions. The meeting agendas, minutes, and a list of updates on these recommended actions are made available online (including the results of any speed studies).

FY2021 Highlights

Over the course of FY2021, TMAC met 8 times and addressed 35 matters. All of the meetings were held remotely on Zoom due to ongoing COVID-19 concerns and the extension of emergency public meeting laws. Despite the remote format, the Committee was able to successfully maintain its regular order, continuing to hear petitions from residents and to vote on interventions to address their concerns. Committee members and residents became more comfortable with remote meeting technology, allowing for more efficient meetings and an increased use of screen-sharing to better illustrate problems petitioners had observed.

Although some petitions focused on overlapping issues, the main concerns presented to TMAC involved crosswalk safety and motor vehicles speeding on neighborhood streets. Additional issues raised included safety (both for pedestrians and vehicles) at some of the Town's intersections, inadequate lighting impacting pedestrian and vehicle safety, and a lack of adequate and visible signage. TMAC also heard from residents requesting parking and road use restrictions (e.g. hour of day parking and traffic restrictions).

When appropriate, TMAC approved remedies such as relocating and/or improving signage, installing speed tabs and pedestrian signals, making traffic signal adjustments, updating line

markings/painting on roads, and recommending increased enforcement. Approximately six speed/type/count traffic studies were conducted, and on multiple occasions the DPW Engineering or Highway divisions performed additional research at the request of TMAC to better understand historical context or the conditions in a specific area. Of note, many of the petitions were related to a perceived increase of volume on secondary and tertiary roads, attributed to the increased use of GPS/navigation apps that reroute vehicles through residential neighborhoods to avoid traffic.

Notable Personnel Changes

There were a couple of other notable changes during FY2021: Traffic Engineer Bob Wilson created a Master List of agenda item updates, tracking how recommended actions from meeting petitions were progressing (traffic studies, sign installations, etc.). This historical record also allowed the committee to avoid duplicative petitions about concerns at the same few problem areas. Committee member Seth Bauer was elected to the Vice-Chair position, and Carys Lustig was officially hired as the new Director of Public Works after filling in for several months as Interim Director following Rick Merson's retirement (the Director of DPW is often involved in higher-level TMAC matters through the Engineering and Highway Divisions). By the end of FY2021 the committee membership had remained intact with no vacancies.

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register

The COVID-19 pandemic continued to impact all of us in 2021. While many sectors of our economy were still negatively affected by the pandemic, the Norfolk County real estate economy in 2021 remained not only viable but was one of the strongest in a decade.

I am pleased to report the Norfolk County Registry of Deeds continued to remain open and operational for the recording of land documents every work day throughout this continuing pandemic. The Registry of Deeds building opened to the general public on June 7. Registry personnel are again processing in-person recordings while vigilantly maintaining Covid related protocols. The use of electronic recording for our institutional users such as banks, law firms and title companies increased dramatically. In addition to electronic recording, users had the option to submit documents via regular mail, Federal Express or by placing documents in our drop-off box located just outside our main entrance at 649 High Street, Dedham, MA.

I am particularly proud of our staff who continued to work diligently throughout these difficult times. In February, our employees were recognized as "Every Day Heroes" by D'Angelo Grilled Sandwiches. This recognition program honors groups of individuals who stand out in their community during the COVID-19 pandemic. The unsung heroes for 2021 were members of the Registry of Deeds Information Technology Department. The behind the scenes efforts of our Chief Information Officer and Network Administrator made certain that Registry employees could socially distance from one another and perform their jobs, some remotely for the first part of the year, all the while ensuring that each and every real estate document received by the Registry was safe, secure, and accessible to all members of the public. In addition to supporting the internal work and staff of the Registry, our IT Department acted as lifelines to members of the real estate bar and real estate community whose reliance on technology had never been greater or more essential.

The results of these efforts was a highly active Norfolk County real estate market benefitting sellers and buyers of real estate, lending institutions, the real estate legal community and all others with a vested interest in the local real estate economy. By keeping the Norfolk County Registry of Deeds open, recording fees collected were forwarded to the state and county helping to pay for important public initiatives including education, health care, and police and fire expenses. We are thankful to our partners in the real estate community and most importantly the citizens of Needham and all of Norfolk County. Their patience with us has been critical to the Registry of Deeds being able to continue its core mission of recording land documents in a safe and secure environment.

The Registry suffered a setback when a fire broke out in the building on a February weekend. We lost some IT equipment, supplies and microfilm but all of our records are intact and remain backed-up. We were open for business on the following Monday morning.

The Registry of Deeds is the principal office for real property records in Norfolk County and operates under the supervision of the elected Register, William P. O'Donnell, who has held the position since 2002. Its mission is to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 8.5 million land documents dating back to 1793 when George Washington was President. The Registry is a primary and

indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, real estate attorneys, genealogists and others with a need for land record information. More information can be found on our website – www.norfolkdeeds.org.

2021 Registry Achievements

- Cyber Security issues and incidents, especially those involving municipalities, remained topical and captured the thoughts and dominated the efforts of the Registry of Deeds Information Technology Team. The IT team doubled their training and education of staff and employees concerning the perils of phishing, spoofing, and Trojan Horses to minimize potential risks to information security. The IT Department acquired an incident response server and multiple computers so that in the event of a cyber-attack the offline server and computers could be activated thwarting cyber attackers from sabotaging Registry operations.
- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101, Monday through Friday between the hours of 8:30AM to 4:30PM.
- In calendar year 2021, the Registry collected approximately \$82 million dollars in revenue.
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2022, we will continue to advocate for filed legislation that accomplish mortgage transparency by requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, approximately 2,500. The Registry is approaching 80% of its recorded land recordings being done electronically.
- Norfolk Registry of Deeds was the first registry in Massachusetts to record electronically registered land documents. This started in the Land Court section of the Registry of Deeds in 2017 and was crucial in remaining operational during the coronavirus pandemic. At the onset of the pandemic, 25% of the registered land documents recorded were done via electronic recording which has grown now to 70%.
- In 2021 we hit a milestone of recording our 40,000th Registry of Deeds book. At the end of 2021 we were at Book 40210. For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.
- In calendar year 2021, the Registry processed over 13,000 Homestead applications. The law Chapter 188 (M.G.L.) provides limited protection of one's primary residence against unsecured creditor claims.

- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- Our website includes a genealogy page and a section highlighting land records of notable people – United States Presidents, military heroes, noted authors and leaders in their fields of education, environment and the law
- The Registry's website www.norfolkdeeds.org routinely updates the public on such news as real estate statistics, answers to frequently asked questions, along with detailing of our consumer programs. Additionally, we also write a monthly column for various Norfolk County newspapers and their online websites. We also distribute a weekly press release to alert residents of the latest happenings as well as to remind them of our consumer services.
- The Registry's free Consumer Notification Service allows any county resident to opt in to this free notification service and be alerted when any land document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org.
- Despite the ongoing COVID-19 pandemic, the Registry was able to restart some of its community outreach programs. We expect that in 2022 we will be able to visit each of the Norfolk County communities for office hours and continue our partnerships with Interfaith Social Services of Quincy, Father Bill's & MainSpring of Quincy, the VA Boston Healthcare System, Voluntary Service Program and InnerCity Weightlifting on our 'Suits for Success' program, and New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. We were grateful to be able to resume our Annual Holiday Food Drive and Toys for Tots campaigns in 2021.

Needham Real Estate Activity Report: January 1, 2021 – December 31, 2021

There was a 7% increase in documents recorded at the Norfolk County Registry of Deeds for Needham in 2021, resulting in an increase of 606 documents from 8,502 to 9,108.

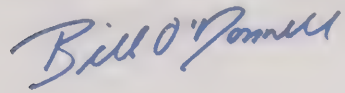
The total volume of real estate sales in Needham during 2021 was \$917,667,741, a substantial increase of 49% from 2020. The average sale price of homes and commercial property was up 36%. The average sale price in 2021 was \$1,741,096.

The number of mortgages recorded (2,552) on Needham properties in 2021 was down 2% from the previous year. However, total mortgage indebtedness increased 27% to \$1,723,966,170 during the same period.

There were no foreclosure deeds filed in Needham during 2021, and none in 2020, as well. Homestead activity increased 10% in Needham during 2021 with 610 homesteads filed compared to 555 in 2020.

Finally, our objective at the Registry will always be to maintain secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,



William P. O'Donnell
Norfolk County Register of Deeds



NORFOLK COUNTY MOSQUITO CONTROL DISTRICT*David A. Lawson, Director*

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

Surveillance

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus Isolations in the town:	10 samples submitted, No isolations in 2021
Requests for service:	112

Water Management

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	0 culverts
Drainage ditches checked/hand cleaned	100 feet
Intensive hand clean/brushing*	0 feet
Brushing for mechanical WM access	0 feet
Mechanical water management	0 feet
Tires collected	0

** Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

Larval Control

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications (April)	0 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	15.5 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	1,679 basins
Abandoned/unopened pool or other manmade structures treated	1

Adult Control

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with

service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra low volume (ULV) applications from trucks	2,815 acres
Barrier applications on municipal property	0

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Elected	Board of Assessors	Stanley Winston 2022
Elected	Board of Assessors	Arthur Tzouros 2023
Elected	Board of Assessors	Barry Pollack 2024
Elected	Board of Health	Edward V. Cosgrove 2023
Elected	Board of Health	Stephen P. Epstein 2022
Elected	Board of Health	Kathleen Ward Brown 2024
Elected	Board of Health	Christina Matthews 2022
Elected	Board of Health	Robert Partridge 2024
Elected	Commissioners of Trust Funds	Daniel Burns 2023
Elected	Commissioners of Trust Funds	Joseph P. Scalia 2022
Elected	Commissioners of Trust Funds	Heydon David Traub 2024
Elected	Constables	Paul F. Hunt 2023
Elected	Constables	Richard Graham 2023
Elected	Housing Authority	Eleanor Evans 2024
Elected	Housing Authority	Penelope Kirk 2023
Elected	Housing Authority	Karen Sue Hughey 2021 (Term Exp.) Janice Bennett 2026
Elected	Housing Authority	Edward Scheideler 2025
Gubernatorial Appointment	Housing Authority	Reginald Foster 2021
Elected	Moderator	Michael K. Fee 2022
Elected	Park & Recreation Commission	Cynthia Chaston 2022

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Elected	Park & Recreation Commission	Bruce Williams 2023
Elected	Park & Recreation Commission	Michelle Geddes 2022
Elected	Park & Recreation Commission	Christopher Gerstel 2024
Elected	Park & Recreation Commission	Dina Hannigan 2024
Elected	Planning Board	Paul Alpert 2025
Elected	Planning Board	Ted Owens 2021 (Term Exp) Natasha Espada 2026
Elected	Planning Board	Adam Block 2023
Elected	Planning Board	Martin Jacobs 2022
Elected	Planning Board	Jeanne S. McKnight 2024
Elected	School Committee	Connie Barr 2022
Elected	School Committee	Heidi Black 2021 (Term Exp) Elizabeth Ann Lee 2024
Elected	School Committee	Andrea Longo Carter 2022
Elected	School Committee	Michael Greis 2023
Elected	School Committee	Susan Neckes 2021 (Term Exp) Michael O'Brien 2024
Elected	School Committee	Matthew Spengler 2023
Elected	School Committee	Aaron Pressman 2022
Elected	Select Board	John A. Bulian 2021 (Term Exp) Lakshmi Balachandra 2024
Elected	Select Board	Matthew D. Borrelli 2023
Elected	Select Board	Marianne B. Cooley 2023
Elected	Select Board	Maurice P. Handel 2021 (Term Exp) Marcus Nelson 2024

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Elected	Select Board	Daniel P. Matthews 2022
Elected	Town Clerk	Theodora K. Eaton 2022
Elected	Trustees of Memorial Park	Mark Forbes 2024
Elected	Trustees of Memorial Park	John Gallelo 2023
Elected	Trustees of Memorial Park	James Healy 2022 (Resigned) Michael Fraini 2022
Elected	Trustees of Memorial Park	Charles J. Mangine 2022
Elected	Trustees of Memorial Park	William J. Topham 2024
Elected	Trustees of Public Library	Anna Giraldo Kerr 2024
Elected	Trustees of Public Library	Jay Fialkov 2024
Elected	Trustees of Public Library	Kay Cahill 2022
Elected	Trustees of Public Library	Richard Hardy 2023
Elected	Trustees of Public Library	Thomas M. Harkins 2023
Elected	Trustees of Public Library	Robert Petitt 2022
Elected	Trustees of Public Library	Carol Jean Thomas 2023
Appointed by Select Board	Town Manager	Kate Fitzpatrick 2022
Appointed by Select Board	Affordable Housing Trust Fund	Avery Newton 2022
Appointed by Select Board	Board of Appeals	Kathleen Lind Berardi 2023
Appointed by Select Board	Board of Appeals	Peter Friedenberg 2022
Appointed by Select Board	Board of Appeals	Howard S. Goldman 2023
Appointed by Select Board	Board of Appeals	Jon D. Schneider 2022

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Board of Appeals	Jonathan D. Tamkin 2021
Appointed by Select Board	Commission on Disabilities	Carol E. Thomas 2021
Appointed by Select Board	Commission on Disabilities	Debbi Heller 2021
Appointed by Select Board	Commission on Disabilities	Mani Iyer 2021
Appointed by Select Board	Commission on Disabilities	Jeanie Martin 2022
Appointed by Select Board	Commission on Disabilities	Barbara Moss 2021
Appointed by Select Board	Commission on Disabilities	Colin (Dale) T. Wise 2022
Appointed by Select Board	Commission on Disabilities	Corine Burke 2022
Appointed by Select Board	Commission on Disabilities	Tatiana Swanson 2022
Appointed by Select Board	Conservation Commission	Sue Barber 2023
Appointed by Select Board	Conservation Commission	Janet Bernardo 2022
Appointed by Select Board	Conservation Commission	Artie Crocker 2022
Appointed by Select Board	Conservation Commission	Stephen Farr 2021
Appointed by Select Board	Conservation Commission	Peter Oehlkers 2022
Appointed by Select Board	Conservation Commission	William Murphy 2023
Appointed by Select Board	Conservation Commission	Alison G. Richardson 2021
Appointed by Select Board	Council of Economic Advisors	David Montgomery 2021
Appointed by Select Board	Council of Economic Advisors	Adam Block 2021
Appointed by Select Board	Council of Economic Advisors	Glen Cammarano 2023
Appointed by Select Board	Council of Economic Advisors	William Day 2023

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Council of Economic Advisors	Lise Elcock 2021
Appointed by Select Board	Council of Economic Advisors	Maurice P. Handel 2023
Appointed by Select Board	Council of Economic Advisors	Bob Hentschel 2022
Appointed by Select Board	Council of Economic Advisors	Stuart Agler 2021
Appointed by Select Board	Council of Economic Advisors	Richard Putprush 2022
Appointed by Select Board	Council of Economic Advisors	Virginia Fleisher 2022
Appointed by Select Board	Council of Economic Advisors	Anne Marie Dowd 2021
Appointed by Select Board	Council of Economic Advisors	Adam Meixner 2021
Appointed by Select Board	Council of Economic Advisors	Tina Burgos 2023
Appointed by Select Board	Council of Economic Advisors	Matt Talcoff 2023
Appointed by Select Board	Council of Economic Advisors	Michael Wilcox 2022
Appointed by Select Board	Needham Council on Arts and Culture	Sharon Breitbart 2022
Appointed by Select Board	Needham Council on Arts and Culture	Catherine B. Nanda 2023
Appointed by Select Board	Needham Council on Arts and Culture	Samantha Hoff 2023
Appointed by Select Board	Needham Council on Arts and Culture	Gail Lustig 2022
Appointed by Select Board	Needham Council on Arts and Culture	Monique Harrington 2023
Appointed by Select Board	Needham Council on Arts and Culture	Bala Muthukaruppan 2023
Appointed by Select Board	Needham Council on Arts and Culture	Joni Schockett 2023
Appointed by Select Board	Needham Council on Arts and Culture	Cathy Freedberg 2021
Appointed by Select Board	Needham Council on Arts and Culture	Julia Gould 2021

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Needham Council on Arts and Culture	Yael Halpern 2021
Appointed by Select Board	Needham Council on Arts and Culture	Anne McCaffrey 2021
Appointed by Select Board	Needham Council on Arts and Culture	Elizabeth Cook 2021
Appointed by Select Board	Needham Council on Arts and Culture	Elizabeth Millane 2021
Appointed by Select Board	Golf Course Advisory Committee	Roy Cramer 2021
Appointed by Select Board	Golf Course Advisory Committee	Daniel Dain 2021
Appointed by Select Board	Golf Course Advisory Committee	Jack Heavey 2022
Appointed by Select Board	Golf Course Advisory Committee	Richard M. Reilly 2022
Appointed by Select Board	Golf Course Advisory Committee	Christopher Gerstel 2022
Appointed by Select Board	Golf Course Advisory Committee	Jon Schneider 2023
Appointed by Select Board	Golf Course Advisory Committee	Paul Brockmann 2023
Appointed by Select Board	Historical Commission	Laura Dorfman 2022
Appointed by Select Board	Historical Commission	Don Lankiewicz 2022
Appointed by Select Board	Historical Commission	Rose Doherty 2023
Appointed by Select Board	Historical Commission	Gloria P. Greis 2021
Appointed by Select Board	Historical Commission	Richard C. Hardy 2022
Appointed by Select Board	Historical Commission	Jeffrey Heller 2021
Appointed by Select Board	Historical Commission	Dylan Attia 2022
Appointed by Select Board	Human Rights Committee	Tracy McKay 2022 (Resigned) Sophia Dedek 2022
Appointed by Select Board	Human Rights Committee	Cynthia Ganung 2022

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Human Rights Committee	Kerry Hurwitch 2022
Appointed by Select Board	Human Rights Committee	Amelia Klein 2021
Appointed by Select Board	Human Rights Committee	Ashok Mehta 2021
Appointed by Select Board	Human Rights Committee	Marcus Nelson 2023 (Resigned 2021)
Appointed by Select Board	Human Rights Committee	Albert "Bud" Schram 2023
Appointed by Select Board	Human Rights Committee	Jennifer Howard Schroeder 2021
Appointed by Select Board	Human Rights Committee	Marlene Schultz 2023
Appointed by Select Board	Human Rights Committee	Tina Burgos 2023
Appointed by Select Board	Human Rights Committee	Julie Venables 2023
Appointed by Select Board	Human Rights Committee	Jared Pizzuto 2021
Appointed by Select Board	MBTA Advisory Board	Duncan Allen 2023
Appointed by Select Board	Metropolitan Area Planning Council	Maurice Handel 2021
Appointed by Select Board	Metropolitan Area Planning Council	Lee Newman 2022
Appointed by Select Board	MWRA Advisory Board	John Cosgrove 2023
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Bill Dermody 2022
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Arnold M. Goldstein 2021
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Michael Greis 2021
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Peter E. Hess 2023

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Tom Loughran 2022
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Michael Fraini 2022
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Richard Dollase 2023
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Dan Schwartz 2023
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Jonathan Tamkin 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Marcus Hughes 2022
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Bradley White 2023
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Ashley Scheufele 2022
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Carol deLemos 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Paul Good 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Kate Carter 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	MaryRuth Perras 2023
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Marianne Cooley 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Matthew Borrelli 2021

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Sue Neckes 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Jennifer Howard Schroeder 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Marcus Nelson 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Jay Spencer 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Ramin Abrishamian 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Vivian Hsu 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Natasha Espada 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Olutoyin Fayemi 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Oluwatoni Ajayi 2021
Appointed by Select Board	Norfolk County Advisory Board	Ron Furman 2021
Appointed by Select Board	Property Tax Assistance Committee	Jill C. Kahn-Boesel 2023
Appointed by Select Board	Property Tax Assistance Committee	Jonathan Robbins 2024
Appointed by Select Board	Property Tax Assistance Committee	Patrick Wrenn 2024
Appointed by Select Board	Property Tax Assistance Committee	Evelyn Poness (ex-officio)
Appointed by Select Board	Rail Trail Advisory Committee	John Bulian 2023
Appointed by Select Board	Rail Trail Advisory Committee	Stacey Mulroy (ex-officio)

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Rail Trail Advisory Committee	Christopher Gerstel 2022
Appointed by Select Board	Rail Trail Advisory Committee	James Goldstein 2023
Appointed by Select Board	Rail Trail Advisory Committee	Dmitry Gorenburg 2023
Appointed by Select Board	Rail Trail Advisory Committee	Gerry Koss 2023
Appointed by Select Board	Rail Trail Advisory Committee	Edward Olsen (ex officio)
Appointed by Select Board	Regional Transportation Advisory Council	Rhain Hoyland 2023
Appointed by Select Board	Regional Transportation Advisory Council	David Montgomery 2023
Appointed by Select Board	Registrars of Voters	Ann Cosgrove 2021
Appointed by Select Board	Registrars of Voters	Elizabeth Kaponya 2023
Appointed by Select Board	Registrars of Voters	Katherine Jacques 2024
Appointed by Select Board	Registrars of Voters	Theodora K. Eaton (ex officio)
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	William Connors 2022
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	David Ecsedy 2023
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Jeffrey Heller 2021
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Wells Blanchard 2021
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Steve Rosenstock 2021
Appointed by Select Board	Taxation Aid Committee	Patrick Wrenn 2024
Appointed by Select Board	Taxation Aid Committee	Helen Newton 2024
Appointed by Select Board	Taxation Aid Committee	Richard Zimbone 2022 (Resigned) Jonathan Robbins 2022
Appointed by Select Board	Taxation Aid Committee	Evelyn Poness (ex-officio)

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Technology Advisory Board	David Davison (ex-officio)
Appointed by Select Board	Technology Advisory Board	Kerry Hurwitch 2022
Appointed by Select Board	Technology Advisory Board	Matthew Howell 2022
Appointed by Select Board	Technology Advisory Board	Ann Gulati (ex officio)
Appointed by Select Board	Technology Advisory Board	Kevin Deisz 2022
Appointed by Select Board	Technology Advisory Board	Roger MacDonald (ex officio)
Appointed by Select Board	Technology Advisory Board	Michael Mathias 2023
Appointed by Select Board	Technology Advisory Board	Carl Rubin 2023
Appointed by Select Board	Traffic Management Advisory Committee	Anthony DelGaizo 2021
Appointed by Select Board	Traffic Management Advisory Committee	John McGrath 2023
Appointed by Select Board	Traffic Management Advisory Committee	Suzanne Stein 2022
Appointed by Select Board	Traffic Management Advisory Committee	Rhain Hoyland 2021
Appointed by Select Board	Traffic Management Advisory Committee	Donna Mullin 2022
Appointed by Select Board	Traffic Management Advisory Committee	Seth Bauer 2023
Appointed by Select Board	Traffic Management Advisory Committee	Rebecca Tarantino 2022
Appointed by Select Board	Traffic Management Advisory Committee	Justin McCullen 2023
Appointed by Select Board	Water & Sewer Rate Structure Committee	John P. Cosgrove, Jr. 2023
Appointed by Select Board	Water & Sewer Rate Structure Committee	Tom Loughran 2022
Appointed by Select Board	Water & Sewer Rate Structure Committee	Harold Burger 2023

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Water & Sewer Rate Structure Committee	Steve Rosenstock 2023
Appointed by Select Board	Water & Sewer Rate Structure Committee	John Tallarico 2022
Appointed by Moderator	Finance Committee	Barry Coffman
Appointed by Moderator	Finance Committee	John Connelly
Appointed by Moderator	Finance Committee	Carol Smith-Fachetti
Appointed by Moderator	Finance Committee	Tom Jacob
Appointed by Moderator	Finance Committee	James Healy
Appointed by Moderator	Finance Committee	Richard Lunetta
Appointed by Moderator	Finance Committee	Louise Miller
Appointed by Moderator	Finance Committee	Richard Reilly
Appointed by Moderator	Finance Committee	Joshua W. Levy
Appointed by Moderator	Personnel Board	Vacant
Appointed by Moderator	Personnel Board	Joseph Herlihy
Appointed by Moderator	Personnel Board	Vivian Hsu
Appointed by Moderator	Personnel Board	Richard Lunetta
Appointed by Moderator	Personnel Board	Vacant
Mixed Appointing Authority	Community Preservation Committee	Paul Alpert (<i>Planning Board</i>)
Mixed Appointing Authority	Community Preservation Committee	Robert Boder (<i>Historical Commission</i>)
Mixed Appointing Authority	Community Preservation Committee	Joseph Barnes (<i>Select Board</i>)
Mixed Appointing Authority	Community Preservation Committee	Peter Pingatore (<i>Moderator</i>)

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Community Preservation Committee	Richard Zimbone (<i>Moderator</i>)
Mixed Appointing Authority	Community Preservation Committee	Christopher Gerstel (<i>Park & Recreation</i>)
Mixed Appointing Authority	Community Preservation Committee	Penny Kirk (<i>Housing Authority</i>)
Mixed Appointing Authority	Community Preservation Committee	Artie Crocker (<i>Conservation Commission</i>)
Mixed Appointing Authority	Community Preservation Committee	Bob Dermody (<i>Select Board</i>)
Mixed Appointing Authority	Contributory Retirement Board	Sandra Cincotta (<i>Town Manager</i>)
Mixed Appointing Authority	Contributory Retirement Board	John P. Krawiecki (<i>by vote of employees and retirees</i>)
Mixed Appointing Authority	Contributory Retirement Board	Robert Mearls (<i>by members of the Retirement Board</i>)
Mixed Appointing Authority	Contributory Retirement Board	Evelyn Poness
Mixed Appointing Authority	Contributory Retirement Board	Robert Papetti (<i>by vote of employees and retirees</i>)
Mixed Appointing Authority	Council on Aging	Vacant (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Ed Cosgrove (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Carol deLemos (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Susan Mullaney (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Daniel Goldberg (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Helen Gregory (<i>School Committee</i>)
Mixed Appointing Authority	Council on Aging	Penny Grossman (<i>Park & Recreation</i>)
Mixed Appointing Authority	Council on Aging	Sandra Prinn (<i>Housing Authority</i>)
Mixed Appointing Authority	Council on Aging	Vacant (<i>Library</i>)
Mixed Appointing Authority	Council on Aging	Mary Elizabeth Weadock (<i>Select Board</i>)

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Council on Aging	Lianne Relich <i>(Select Board)</i>
Mixed Appointing Authority	Council on Aging	Colleen Schaller <i>(Board of Health)</i>
Mixed Appointing Authority	Design Review Board	Vacant (alternate) <i>(Select Board)</i>
Mixed Appointing Authority	Design Review Board	Robert Dermody <i>(Select Board)</i>
Mixed Appointing Authority	Design Review Board	Nelson Hammer <i>(Planning Board)</i>
Mixed Appointing Authority	Design Review Board	Mark Gluesing <i>(Select Board)</i>
Mixed Appointing Authority	Design Review Board	Richard M. Reilly, Jr. (alternate) <i>(Select Board)</i>
Mixed Appointing Authority	Design Review Board	Deborah Robinson <i>(Planning Board)</i>
Mixed Appointing Authority	Design Review Board	Stephen Tanner <i>(Planning Board)</i>
Mixed Appointing Authority	Permanent Public Building Committee	Stuart Chandler
Mixed Appointing Authority	Permanent Public Building Committee	Natasha Espada
Mixed Appointing Authority	Permanent Public Building Committee	George Kent
Mixed Appointing Authority	Permanent Public Building Committee	Stephen Popper (ex officio)
Mixed Appointing Authority	Permanent Public Building Committee	Gene Voloshin
Mixed Appointing Authority	Permanent Public Building Committee	Roy Schiffiliti
Mixed Appointing Authority	Permanent Public Building Committee	Richard Creem
Mixed Appointing Authority	Permanent Public Building Committee	Irwin Silverstein
Mixed Appointing Authority	Transportation Committee	Duncan Allen <i>(Select Board)</i>
Mixed Appointing Authority	Transportation Committee	Richard Creem <i>(Select Board)</i>
Mixed Appointing Authority	Transportation Committee	Justin McCullen <i>(Planning Board)</i>

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Transportation Committee	David Montgomery (<i>Moderator</i>)
Mixed Appointing Authority	Transportation Committee	Stephen McKnight (<i>Planning</i>)
Mixed Appointing Authority	Transportation Committee	Denise Garlick (<i>ex officio</i>)
Mixed Appointing Authority	Youth Commission	David Bookston (<i>School Committee</i>)
Mixed Appointing Authority	Youth Commission	Karen Mullen (<i>Park & Recreation</i>)
Mixed Appointing Authority	Youth Commission	Kevin Keane (<i>Select Board</i>)
Mixed Appointing Authority	Youth Commission	Susan Patkin (<i>Moderator</i>)
Mixed Appointing Authority	Youth Commission	Atina Collin (<i>Supt of Schools</i>)
Mixed Appointing Authority	Youth Commission	Joshua Tuttleman (<i>Supt of Schools</i>)
Mixed Appointing Authority	Youth Commission	Adreinne Anderson (<i>Police Department</i>)
Mixed Appointing Authority	Youth Commission	Julie Stevens (<i>Finance Committee</i>)
Appointed by Town Manager	Administrative Assessor	Hoyt Davis
Appointed by Town Manager	Assistant Town Clerk	Helen Atkinson
Appointed by Town Manager	Animal Control Officer	David Parsons
Appointed by Town Manager	Assistant Director of Public Works	Robert Lewis
Appointed by Town Manager	Assistant Town Manager/Finance Director	David Davison
Appointed by Town Manager	Assistant Town Manager/Director of Operations	Katie King
Appointed by Town Manager	Director of Emergency Management	Dennis Condon
Appointed by Town Manager	Director of Human Resources	Rachel Glisper
Appointed by Town Manager	Director of Information Technology	Roger MacDonald

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Town Manager	Director, Building Design & Construction Department	Steven Popper
Appointed by Town Manager	Director, Building Maintenance Division	Barry DuLong
Appointed by Town Manager	Director of Public Health	Timothy McDonald
Appointed by Town Manager	Director of Public Works	Richard Merson (<i>thru 2021</i>) Carys Lustig (<i>start 2021</i>)
Appointed by Town Manager	Director, West Suburban Veterans Services	Sarada Kalpee
Appointed by Town Manager	Director of Youth & Family Services	Sara Shine
Appointed by Town Manager	Environmental Health Agent	Diana Acosta
Appointed by Town Manager	Director of Aging Services	LaTanya Steele
Appointed by Town Manager	Fire Chief/Superintendent of Fire Alarms	Dennis Condon
Appointed by Town Manager	Inspector of Buildings	David Roche
Appointed by Town Manager	Inspector of Plumbing and Gas	Larry DiBona
Appointed by Town Manager	Inspector of Wiring	Scott Chisholm
Appointed by Town Manager	Library Director	Ann MacFate
Appointed by Town Manager	Park and Recreation Director	Stacey Mulroy
Appointed by Town Manager	Planning Director	Lee Newman
Appointed by Town Manager	Police Chief / Keeper of the Lockup	John Schlittler
Appointed by Town Manager	Supervisor, Garage & Equipment	John Regan
Appointed by Town Manager	Superintendent, Highway	Rhainhardt Hoyland
Appointed by Town Manager	Superintendent, Parks & Forestry / Tree Warden	Edward Olsen
Appointed by Town Manager	Superintendent, Water and Sewer	Sean Harrington

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Town Manager	Town Accountant	Michelle Vaillancourt
Appointed by Town Manager	Town Engineer	Anthony DelGaizo
Appointed by Town Manager	Treasurer and Tax Collector	Evelyn Poness
Appointed by Town Manager	Veterans' Burial Agent/Veterans' Graves Officer	Bill Topham
Appointed by Elected or Appointed Boards	Executive Director, Needham Housing Authority	Angie Medeiros
Appointed by Elected or Appointed Boards	Executive Secretary to Finance Committee	Louise Mizgerd
Appointed by Elected or Appointed Boards	Superintendent of Schools	Daniel E. Gutekanst

REPRESENTATIVE TOWN MEETING

(Excerpt from Town of Needham Charter)

Section 4. Representative Town Meeting Continued. There shall continue to be in the town the form of representative town government by limited town meetings, all as more fully hereinafter set forth.

Section 5. Establishment of Town Meeting Precincts. After the acceptance of this charter act by the town, as hereinafter provided, the division of the town into ten voting precincts shall continue until redivided pursuant to this section. The selectmen, in exercising their authority to divide the territory of the town into voting precincts, shall make such division as will provide not more than ten precincts each of which contains approximately the same number of inhabitants. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The precincts shall be established so as to consist of compact and contiguous territory and bounded, so far as possible, by the center line of known streets and ways or by other well-defined limits. Their boundaries shall be reviewed and, if need be, revised by the Board of Selectmen, based on the most recent federal census, in the second January following the taking of said census, conformable to the requirements of sections one through ten of chapter fifty-four of the general laws. In any year when so directed by a vote of a town meeting, their boundaries shall be reviewed and if need be, revised by the Board of Selectmen in conformity to said sections one through ten of chapter fifty-four. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The selectmen shall, within twenty days after any establishment or revision of the precincts, but not later than January thirty-first of that year, file a report of their doings with the town clerk, the registrars of voters and the assessors with a map or maps or description of the precincts and the names and residences of the registered voters therein. The selectmen shall also cause to be posted at the town hall a map or maps or description of the precincts as established or revised from time to time, with the names and residences of the registered voters therein. They shall also cause to be posted in at least one public place in each precinct a map or description of that precinct with the names and residences of the registered voters therein. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The division of the town into precincts and any revision of such precincts shall take effect upon the date of the filing of the report thereof by the selectmen with the town clerk. Whenever the precincts are established or revised, the town clerk shall forthwith give written notice thereof to the state secretary, stating the number and designation of the precincts.

Meetings of the registered voters of the several precincts for elections, for primaries and for voting upon any question to be submitted to all the registered voters of the town shall be held on the same day and at the same hour and at such place or places within the town as the selectmen shall in the warrant for such meeting direct.

TOWN MEETING MEMBERS

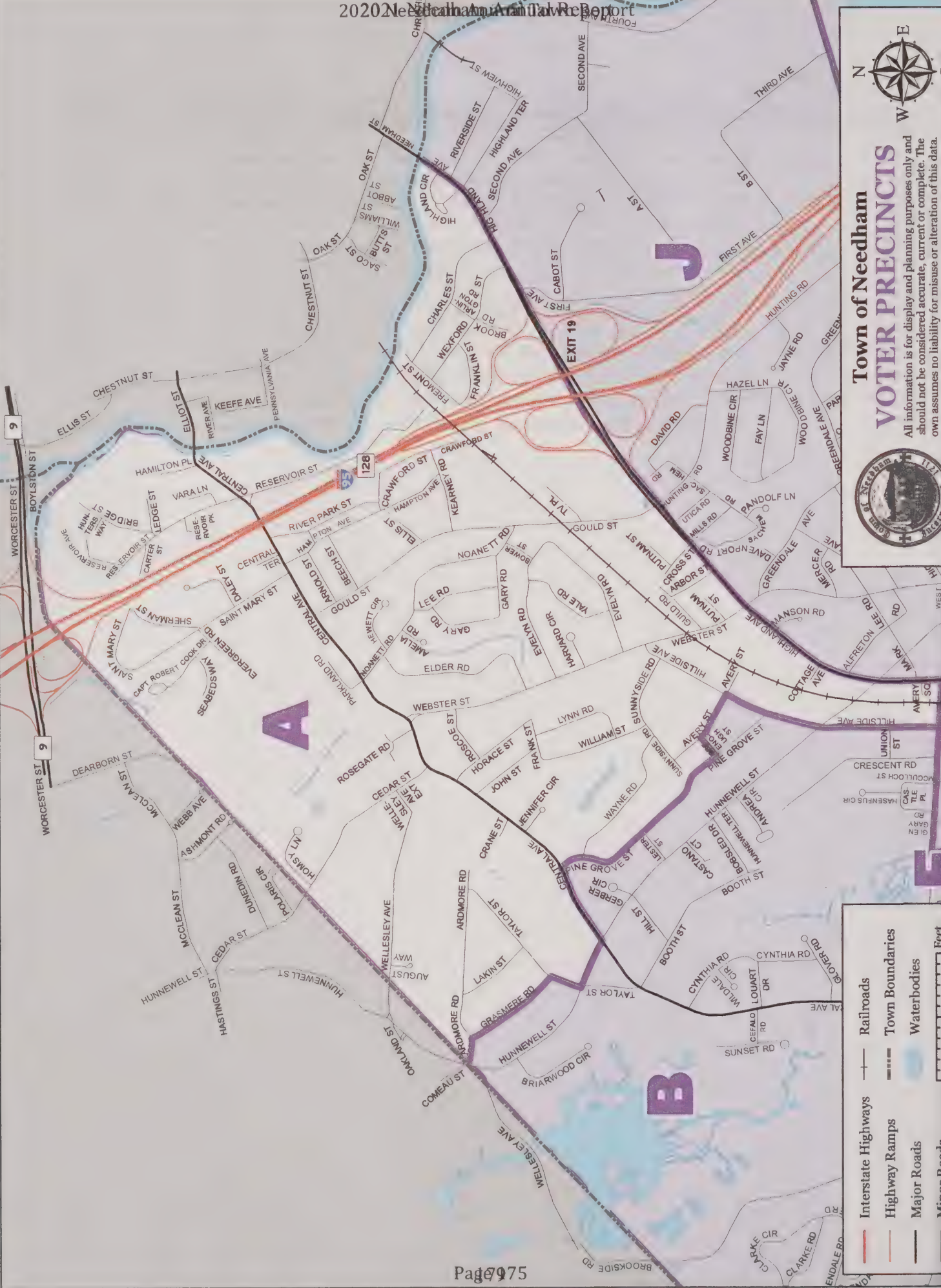
AT-LARGE TOWN MEETING MEMBER

(Excerpt from Town of Needham Charter)

Section 7. Town Meeting Members at Large. Any representative town meeting held under the provisions of this act, except as otherwise provided herein, shall be limited to the voters elected under section six, together with the following elected officers designated as town meeting members at large, each of whom shall have the right to vote in said meeting: (a) any resident member of the general court from the town, whose state legislative district is wholly within the town; (b) the moderator; (c) the town clerk; (d) the members of the board of selectmen; (e) the chairmen of each other elected board of the town, except the housing authority and the commissioners of trust funds.

TOWN MEETING MEMBERS AT LARGE

2021	Alpert, Chair, Planning Board	Paul S.	116 Pine Street
2021	Balachandra, Clerk, Select Board	Lakshmi	86 Plymouth Road
2021	Barr, Chair, School Committee	Constance S.	205 Edgewater Drive
2021	Borrelli, Member, Chair, Select Board	Matthew D.	1175 Great Plain Avenue
2021	Chaston, Chair, Park & Recreation Comm	Cynthia J.	119 Fox Hill Road
2021	Cooley, Vice Chair, Select Board	Marianne B.	85 High Street
2021	Eaton, Town Clerk	Theodora K.	51 Bonwood Road
2021	Fee, Moderator	Michael K.	137 Fox Hill Road
2021	Gallelo, Chair, Memorial Park Trust	John S.	30 Howland Street
2021	Matthews, Member, Select Board	Daniel P.	31 Rosemary Street
2021	Nelson, Member, Select Board	Marcus A.	40 Howland Street
2021	Partridge, Chair, Board of Health	Robert A.	38 Sutton Road
2021	Petitt, Chair, Trustees of Public Library	Robert A.	80 Robinwood Avenue
2021	Winston, Chair, Board of Assessors	Stanley	108 Sachem Road



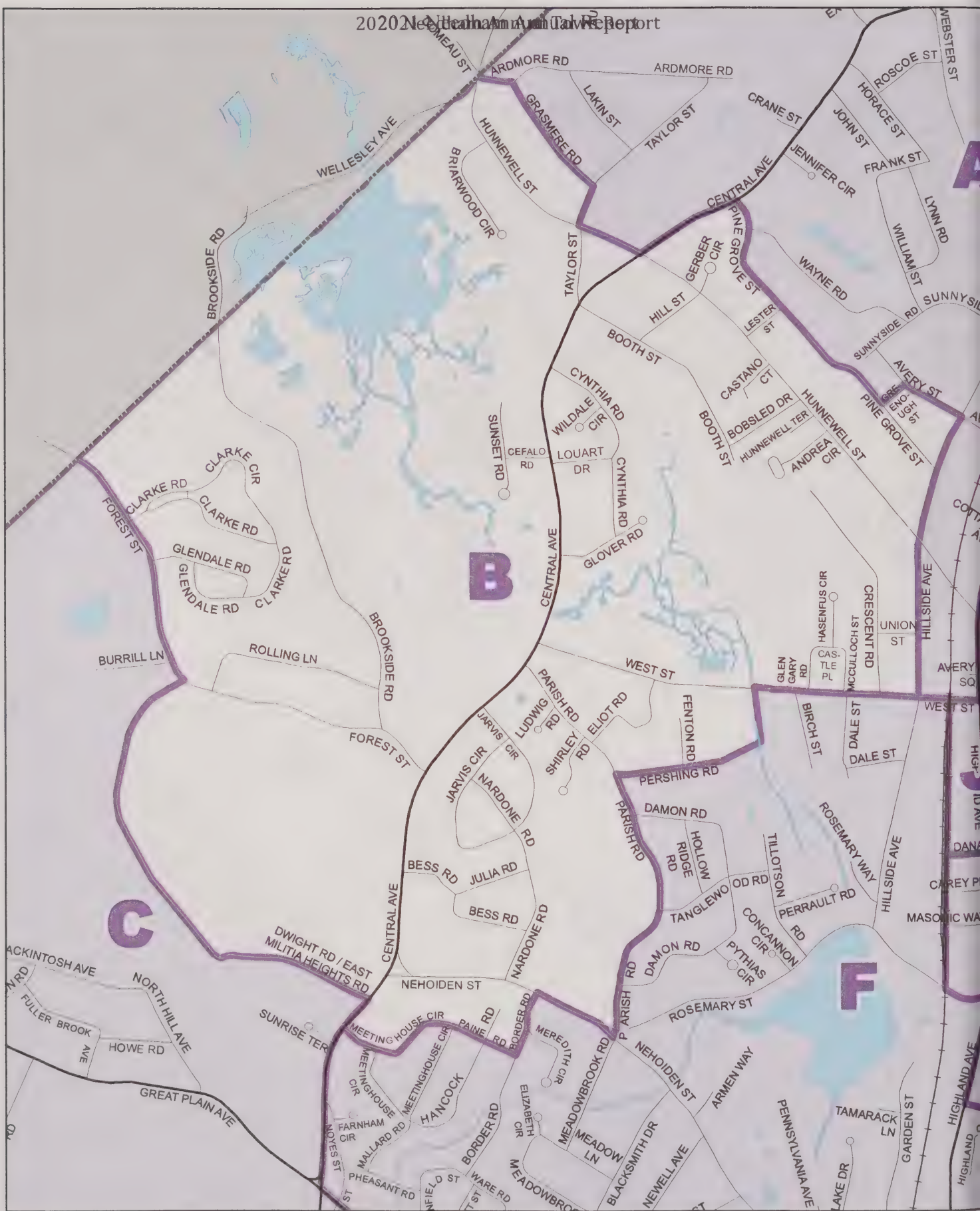
Town of Needham VOTER PRECINCTS

All information is for display and planning purposes only and should not be considered accurate, current or complete. The town assumes no liability for misuse or alteration of this data.



PRECINCT A

Term Expiration	Last Name	First Name/MI	Street Address
2022	Brown	Lance R.	18 Webster Street
2022	Herrick	Walter D.	131 Pine Grove Street
2022	Hotchkiss	John D.	42 Webster Street
2022	Miller	Michael S.	33 William Street
2022	Scheck-Kahn	Jennifer C.	17 Wayne Road
2022	Serinsky	Sharon P.	23 Wayne Road
2022	Silverstein	Irwin	44 Reservoir Avenue
2022	Silverstein	Nina	44 Reservoir Avenue
2023	Davidson	Alan J.	26 Elder Road
2023	Genova	John D.	11 Jennifer Circle
2023	Gosmon	Cheryl A.	209 St. Mary Street
2023	Keane-Hazzard	Mary E.	198 Webster Street
2023	O'Brien, Jr.	Norman F.	59 Webster Street
2023	Sargent	James F.	43 Webster Street
2023	Shapiro	Karen	48 Taylor Street
2023	Sterling	Nicholas P.	60 Webster Street
2024	Bailey	Erik J.	64 Hillside Avenue
2024	Cooper	Emily R.	56 Lee Road
2024	Creem	Richard S.	12 Gary Road
2024	Diodato	John F.	7 William Street
2024	Garlick	Alexander R.	58 Webster Street
2024	Krechmer	Heather	44 Yale Roadf
2024	Miller	Rachel B.	33 William Street
2024	Sargent	Elizabeth M.	43 Webster Street



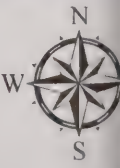
- Interstate Highways
- Highway Ramps
- Major Roads
- Minor Roads
- Railroads
- Town Boundaries
- Waterbodies

0 500 1,000 Feet



Town of Needham VOTER PRECINCTS

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PRECINCT B

Term Expiration	Last Name	First Name/MI	Street Address
2022	Agler	Stuart B.	30 Parish Road
2022	Doyle	William G.	208 Forest Street
2022	Frankenthaler	John J.	33 Brookside Road
2022	Jacob	Thomas M.	67 Clarke Road
2022	Markell	Lori A.	62 Cynthia Road
2022	Mawhinney	Christine A.	44 Jarvis Circle
2022	Rovner	Gerald C.	48 Cynthia Road
2022	Von Herder	Dorothea	208 Hunnewell Street
2023	Grimes	Elizabeth J.	12 Clarke Road
2023	Harris	David C.	94 Cynthia Road
2023	Hayden	Cifford O.	12 Crescent Road
2023	Kurkjian	Catherine E.	43 Briarwood Circle
2023	Moody	Richard B.	22 Parish Road
2023	Rooney	Jodi L.	617 Central Avenue
2023	Rosenstock	Steven M.	44 Bess Road
2023	Snow	Carl M.	50 Sunset Road
2024	Alwart	Kathleen K.	51 Grasmere Road
2024	Bloom	Elizabeth M.	30 Nehoiden Street
2024	Borrelli	Marianna	651 Central Avenue
2024	Dorfman	Laura W.	66 Jarvis Circle
2024	Dorfman	Mark N.	66 Jarvis Circle
2024	Nicols	Kim M.	12 Crescent Road
2024	Pyle	Margot C.	865 Central Avenue #G-402
2024	Toran	Sarah A.	945 Central Avenue

Town of Needham

VOTER PRECINCTS

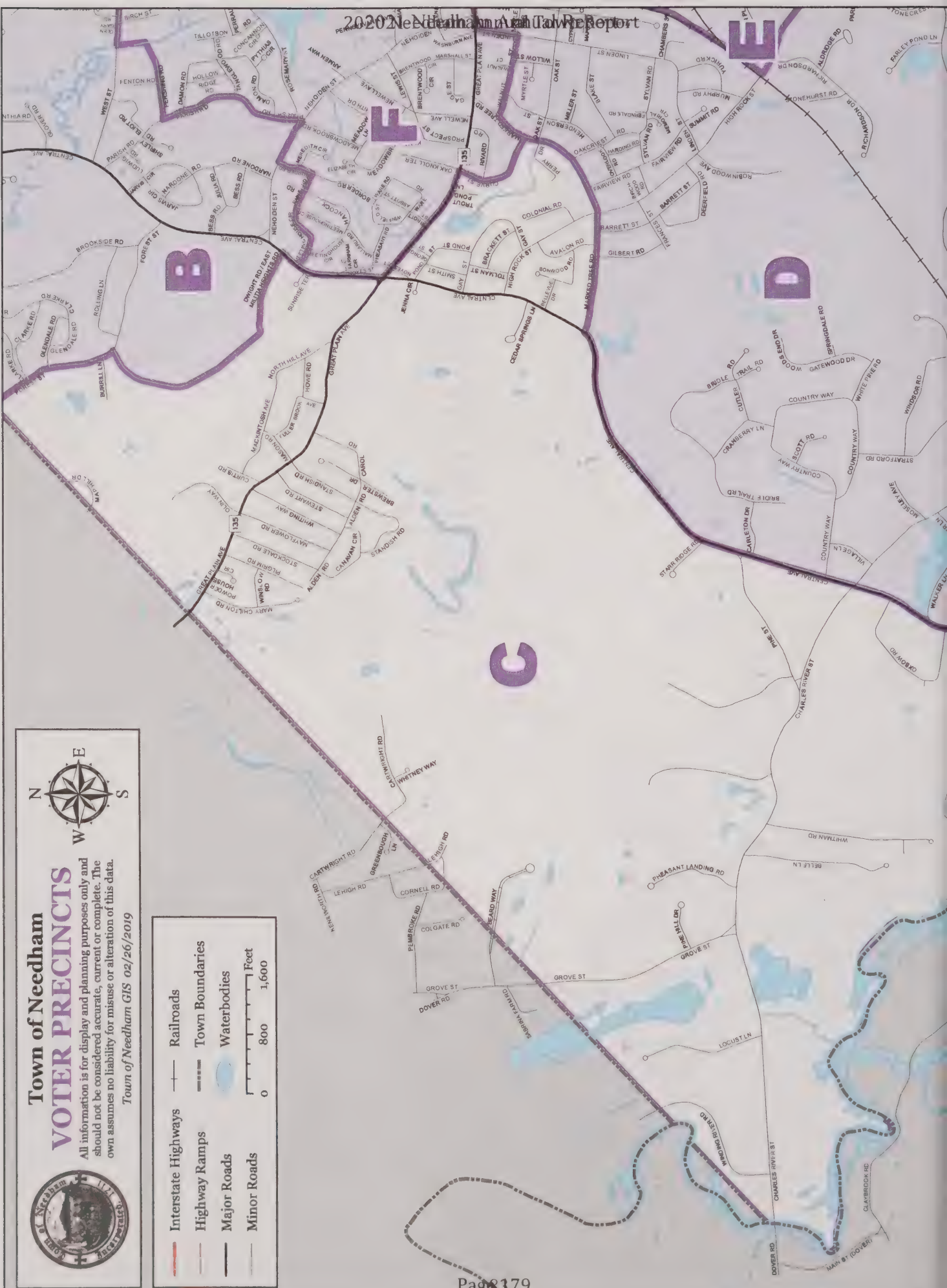
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Town of Needham GIS 02/26/2019



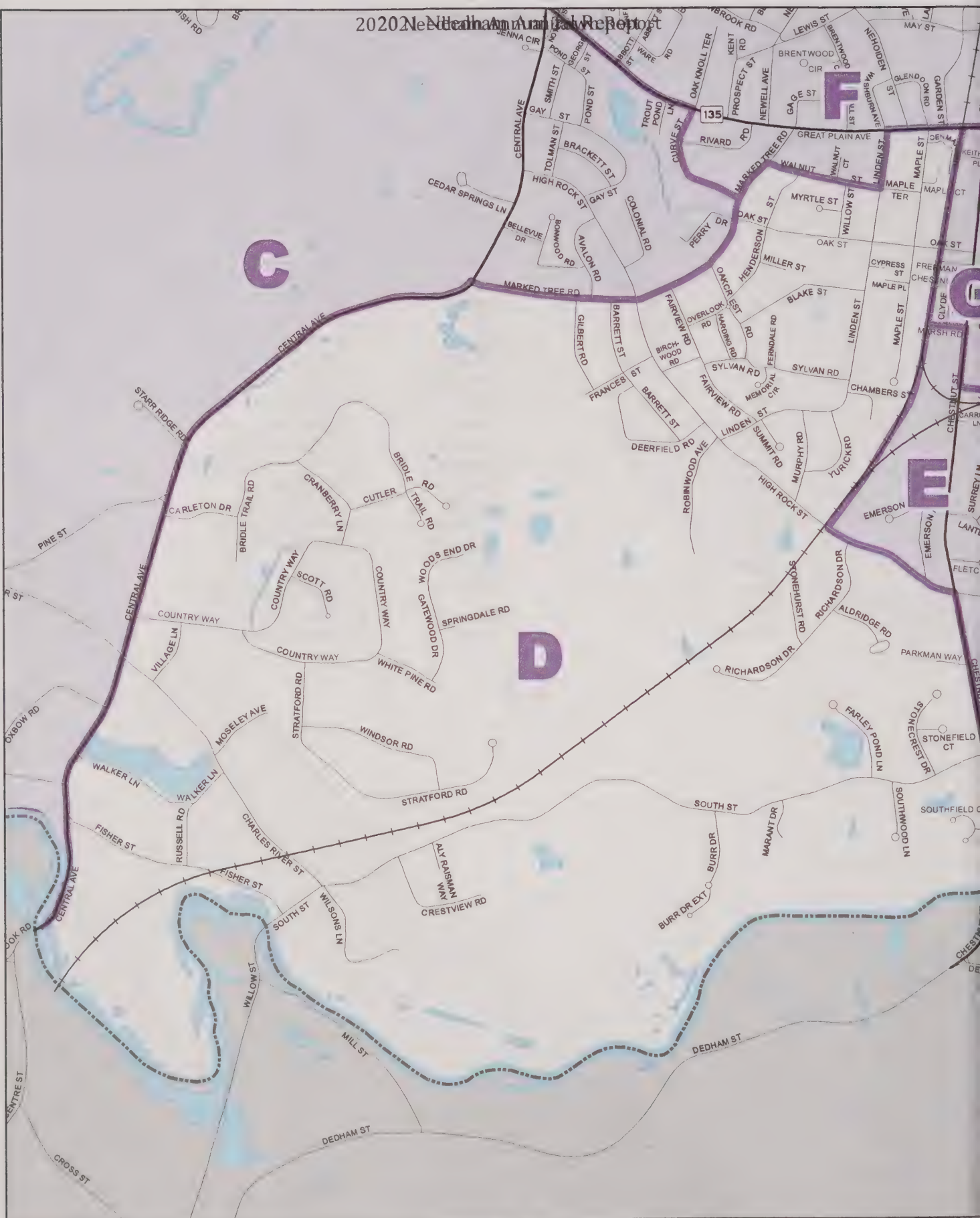
	Interstate Highways		Railroads
	Highway Ramps		Town Boundaries
	Major Roads		Waterbodies
	Minor Roads		

0 800 1,600 Feet

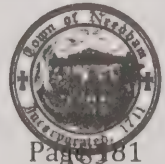
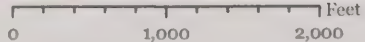


PRECINCT C

2022	Agualimpia	Carlos	7 Jenna Circle
2022	Carter	Andrea E. L.	18 Colonial Road
2022	Goldberg	Lois R.	76 Brewster Drive
2022	Haslip	John H.	43 Whitman Road
2022	Isenberg	Paul D.	44 Stewart Road
2022	Landau	R. Cynthia	57 Pine Street
2022	Vincent	Joshua J.	1476 Great Plain Avenue
2022	Zappala	Lisa W.	379 Charles River Street
2023	Alpert	Peter A.	108 Locust Lane
2023	Barnett	Bruce S.	249 Marked Tree Road
2023	Callanan	Paula R.	1699 Great Plain Avenue
2023	Cox	David R.	8 Whiting Way
2023	Gluesing	Mark J.	48 Mackintosh Avenue
2023	Masterman	James D.	53 Canavan Circle
2023	Miller	Louise L.	5 North Hill Avenue
2023	Waber	Rebecca	15 Powder House Circle
2024	Alpert	Paul S.	116 Pine Street
2024	Barnes	Joseph P.	589 High Rock Street
2024	Cox, Jr.	Gilbert W.	49 Colonial Road
2024	Levy	Joshua W.	1606 Great Plain Avenue
2024	Neckes	Susan B.	36 Gay Street
2024	O'Brien	Michael E.	1600 Great Plain Avenue
2024	Owens	Ted	54 Whitman Road
2024	Tillotson	Paul B.	21 Howe Road

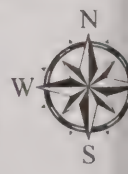


- Interstate Highways
- Highway Ramps
- Major Roads
- Minor Roads
- Railroads
- Town Boundaries
- Waterbodies



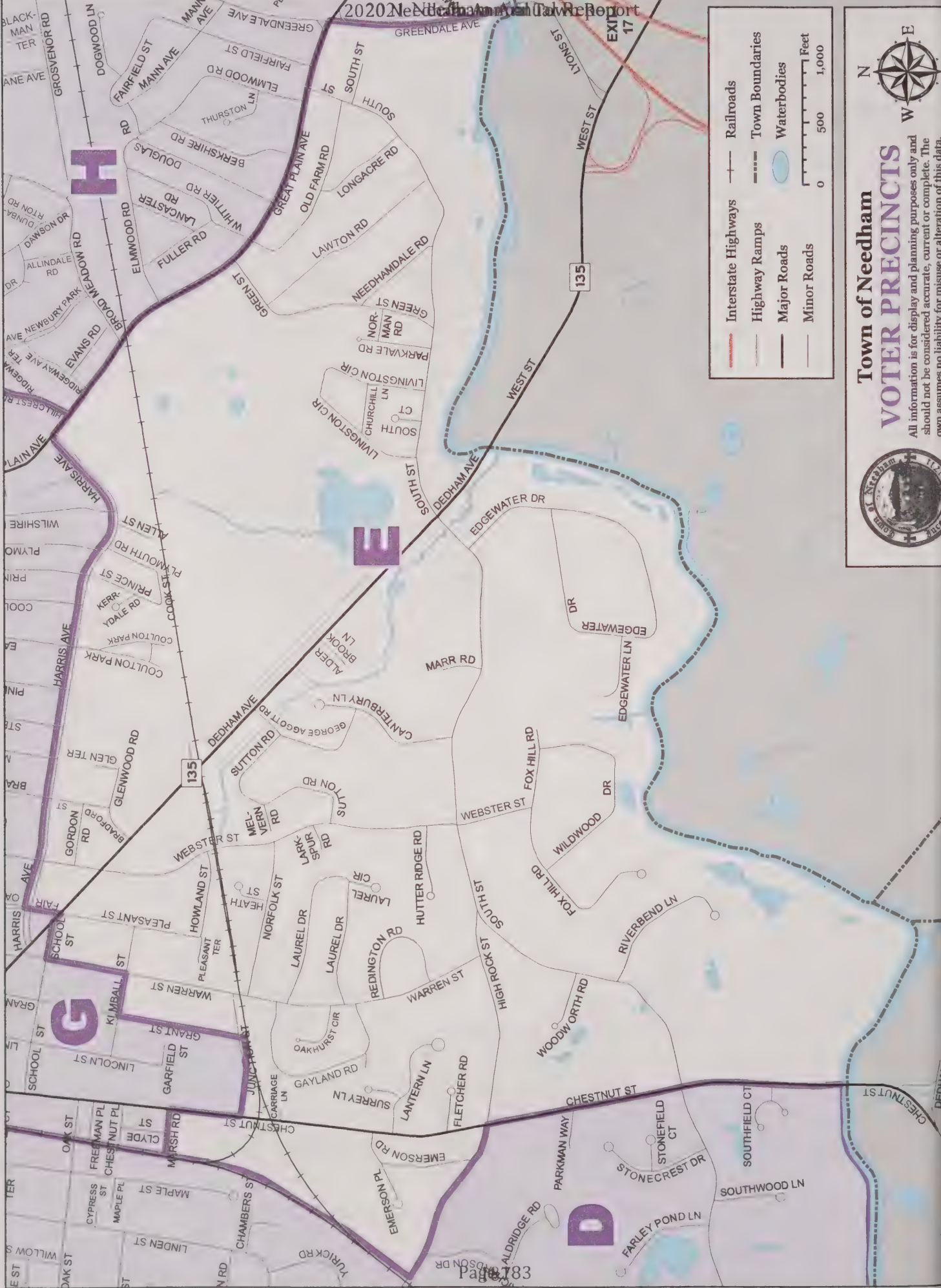
Town of Needham VOTER PRECINCTS

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PRECINCT D

2022	Baum	Janet K.	1 Southfield Court
2022	Calton	Karen L.	57 Oak Street
2022	Gerstel	Christopher J.	184 Maple Street
2022	Leghorn	Joseph J.	40 Linden Street
2022	Petitt	Robert A.	80 Robinwood Avenue
2022	Pressman	Aaron M.	1012 South Street
2022	Rauch	Evan F.	224 Country Way
2022	Tedoldi	M. Kathleen	13 Maple Street
2023	Conturie	Cynthia L.	96 Robinwood Avenue
2023	DeSimone	Dorothy H.	40 Linden Street
2023	Donald	Ross M.	25 Chambers Street Unit H
2023	Lunetta	Richard J.	182 Marked Tree Road
2023	McCullen	Justin D.	22 Miller Street
2023	McNeill	Gary B.	54 Deerfield Road
2023	Mock	Steven E.	268 Marked Tree Road
2023	Soisson	Thomas F.	128 Maple Street
2024	Clarke	Holly Anne	1652 Central Avenue
2024	D'Addesio	Kathryn L.	110 Linden Street
2024	Der Marderosian	Ann	800 South Street
2024	Eisenhut	Bruce T.	106 Marked Tree Road
2024	Foster	Reginald C.	898 South Street
2024	Lewis	Kathleen M.	17 Maple Street
2024	Navales	Emma	82 Deerfield Road
2024	Patey	Carol L. B.	32 Linden Street



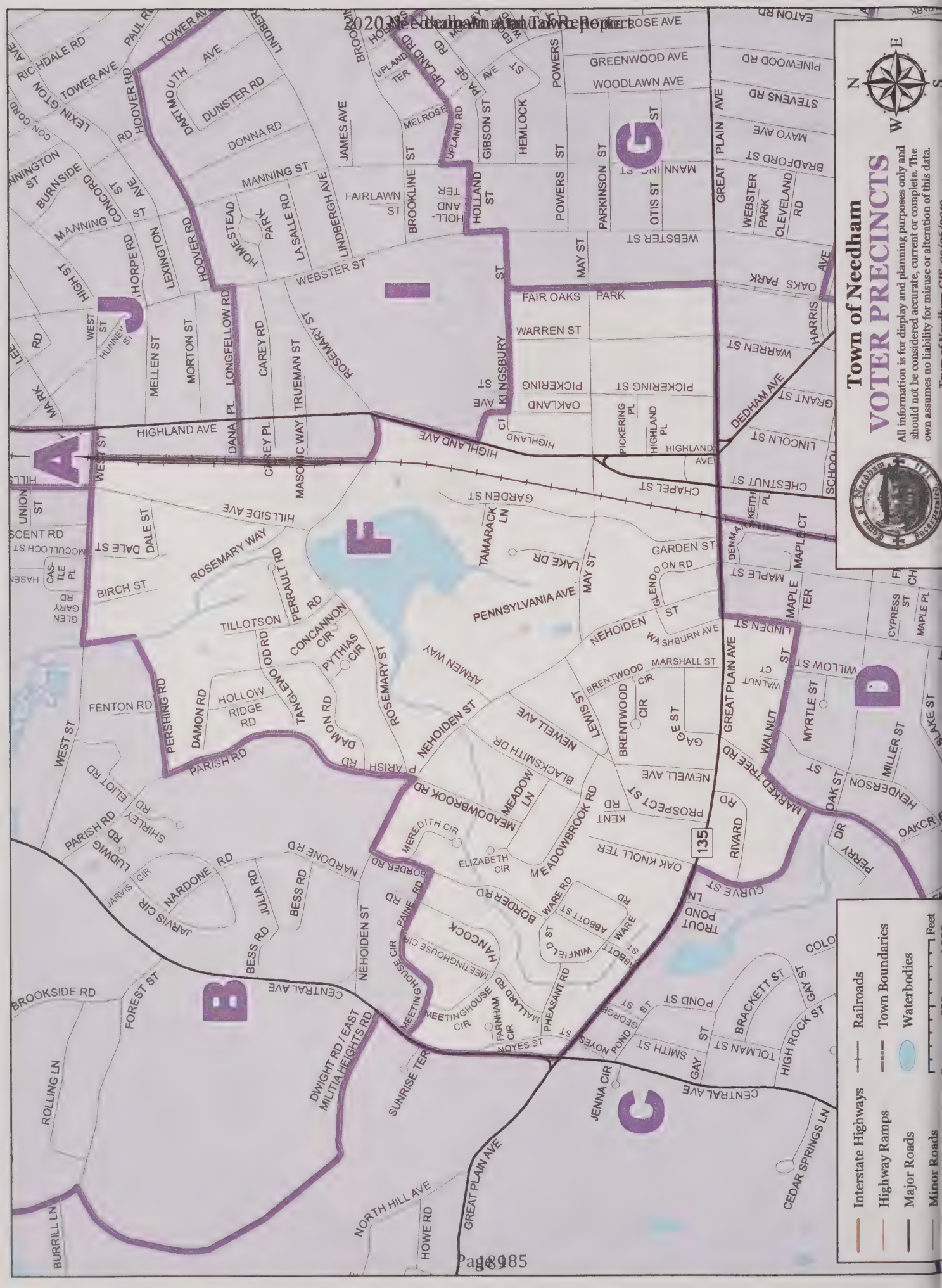
Town of Needham VOTER PRECINCTS



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PRECINCT E

2022	Cosgrove III	Edward V.	17 Laurel Drive
2022	Hurley	Amy	154 South Street
2022	LaFace	Keith M.	504 Chestnut Street
2022	McLellan	Bonnie L.	521 Chestnut Street
2022	Rubin	Marc R.	41 Woodworth Road
2022	Ruth	Ronald W.	248 Warren Street
2022	Seidel	Victor P.	56 Green Street
2022	Siegenthaler	Paul A.	1049 Webster Street
2023	Braman	Robert R.	76 Lawton Road
2023	Brandish	Philip E.	44 Pleasant Street
2023	Cohenno	Peter R.	481 Chestnut Street
2023	Crowell	Theodore M.	39 Lawton Road
2023	Durda	Paul J.	149 Laurel Drive
2023	Francesconi	Irene M.	5 George Aggott Road
2023	Stevens	Julie E.	18 George Aggott Road
2023	Wolfe	Cynthia J.	191 Fox Hill Road
2024	Barr	Constance S.	205 Edgewater Drive
2024	Chaston	Cynthia J.	119 Fox Hill Road
2024	Cook-Anderson	Gretchen R.	276 Dedham Avenue
2024	Cosgrove	Ann M.	17 Laurel Drive
2024	Fachetti	Carol A.	187 South Street
2024	Murray	Philip R.	453 Warren Street
2024	Paulson	William J.	111 Sutton Road
2024	Robey	Philip V.	12 Fletcher Road



Town of Needham

VOTER PRECINCTS

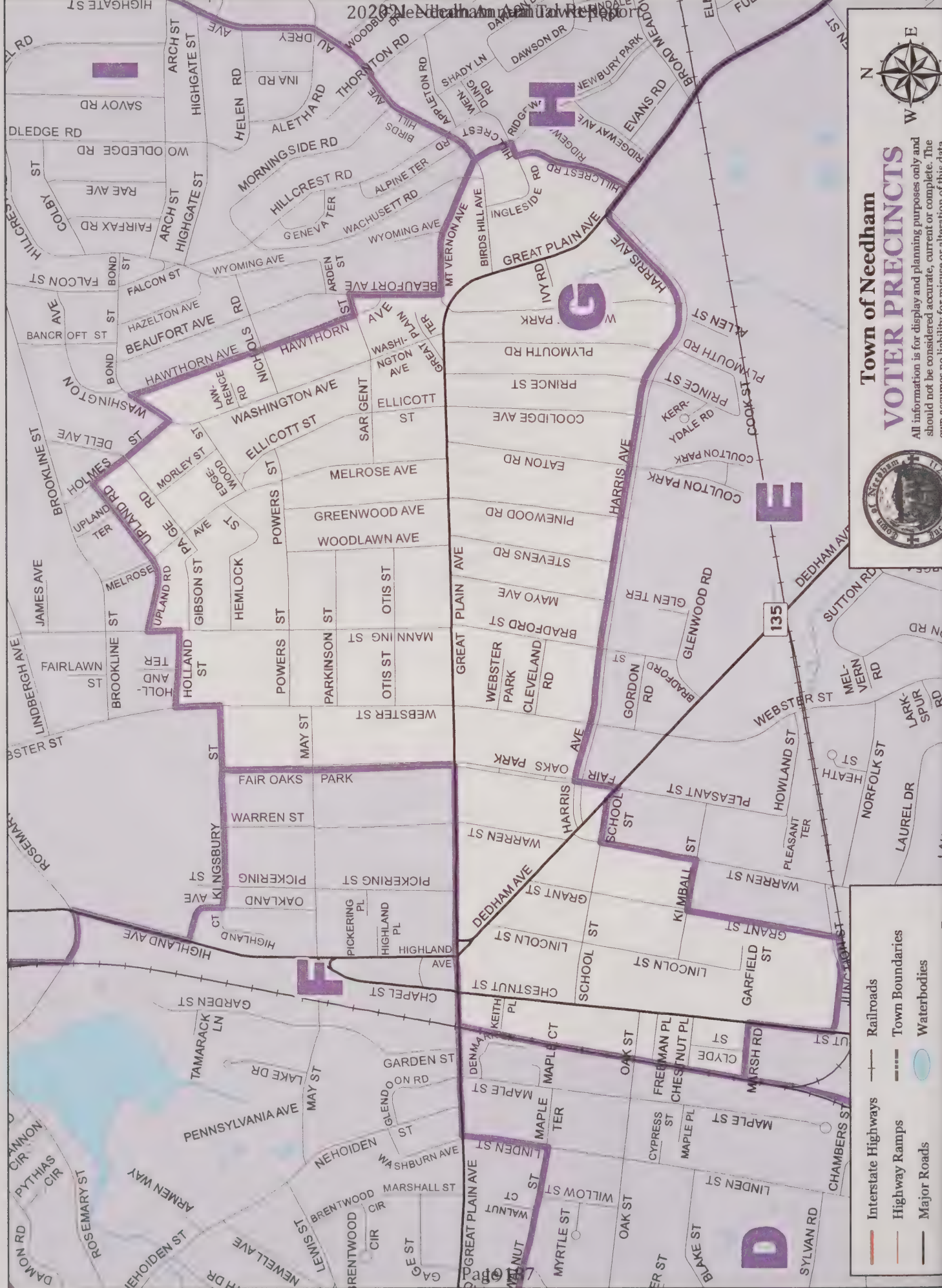
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- Interstate Highways
- Highway Ramps
- Major Roads
- Minor Roads
- Railroads
- Town Boundaries
- Waterbodies

PRECINCT F

2022	Coffman	Barry J.	837 Great Plain Avenue
2022	Heller	Jeffrey D.	1092 Central Avenue
2022	Kalish	Leslie A.	48 Lake Drive
2022	Kirk	Susan C.	100 Warren Street
2022	McCafferty	Dennis F.	3 Meadowbrook Road
2022	McKnight	Jeanne S.	100 Rosemary Way #336
2022	Okerman	William J.	100 Meetinghouse Circle
2022	Price	Karen N.	48 Lake Drive
2023	Cohen	Lawrence J.	77 Warren Street
2023	Fox	Doug H.	43 Marked Tree Road
2023	Friedman	Jeffrey M.	28 Perrault Road, #1
2023	Goldin	Rochelle E.	68 Warren Street
2023	Kirk	John P.	100 Warren Street
2023	MacMahon	Mary Anne	89 Warren Street
2023	Scheideler	Edward C.	100 Rosemary Way, #219
2023	Zaff	Adam S.	134 Damon Road
2024	Borrelli	Alison S.	1175 Great Plain Avenue
2024	Connelly	John P.	67 May Street
2024	Davis	Gail E.	233 Nehoiden Street
2024	Davis	Richard W.	233 Nehoiden Street
2024	Lee	Elizabeth Anne	42 Blacksmith Drive
2024	McCabe	Joseph	93 Garden Street
2024	Sexton	Jennifer S.	62 Newell Avenue
2024	Zoppo	William A.	330 Nehoiden Street



Town of Needham
VOTER PRECINCTS

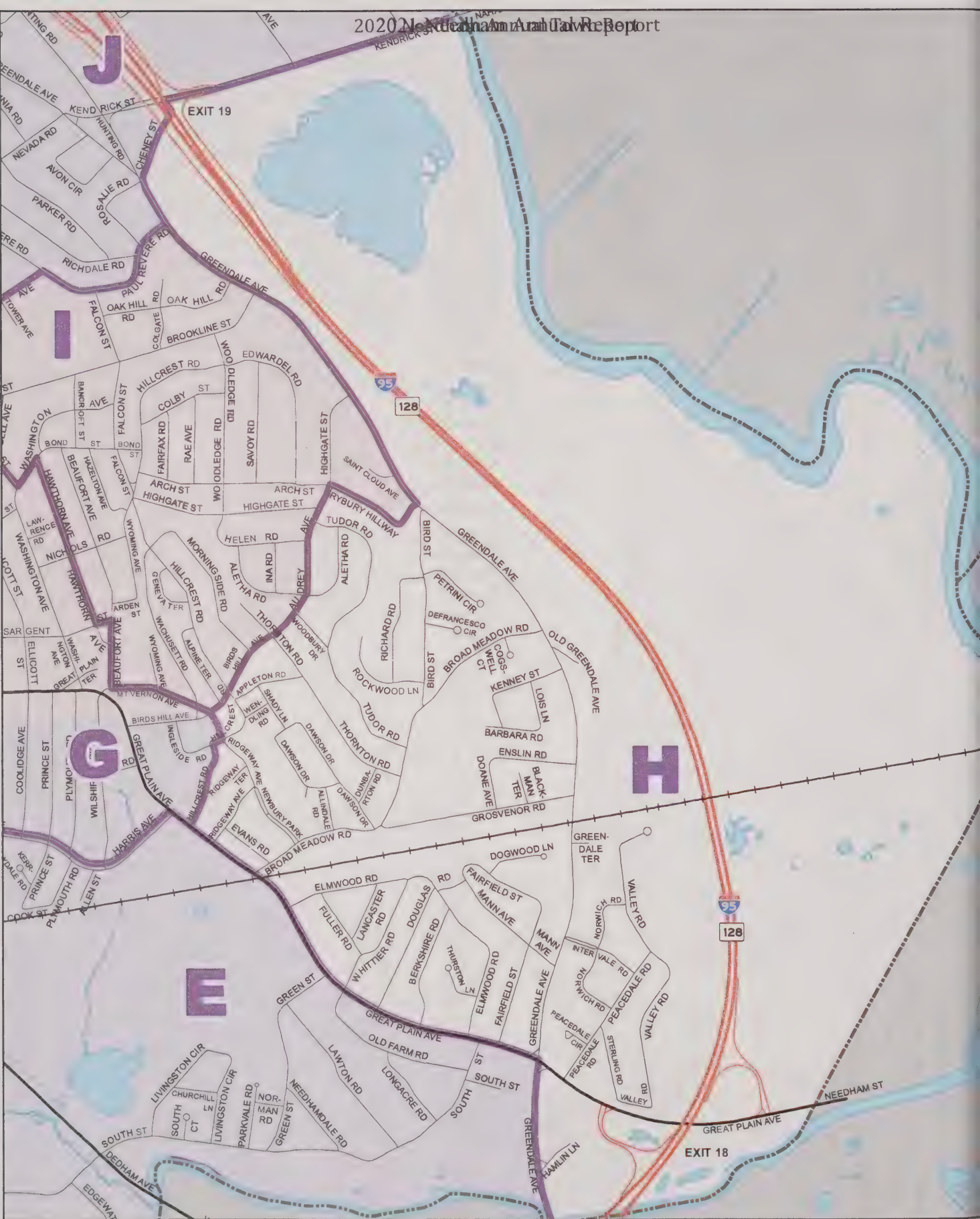
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- Interstate Highways
 - Highway Ramps
 - Major Roads
 - Minor Roads
 - Railroads
 - Town Boundaries
 - Waterbodies
- Feet

PRECINCT G

2022	Beacham	Colleen O.	249 Harris Avenue
2022	Beacham, Jr.	Peter W.	249 Harris Avenue
2022	Crawford	Michael J.	213 Warren Street
2022	Crimmings	John D.	32 Plymouth Road
2022	Dirks	David	674 Webster Street
2022	Distler	Michael A.	122 Washington Avenue
2022	Fernandez	Robert J.	19 Bradford Street
2022	Freundlich	Kenneth B.	54 Bradford Street
2023	Dermody	Robert J.	162 Fair Oaks Park
2023	Dowd	Catherine R.	778 Great Plain Avenue
2023	Frail	Heidi R.	29 Powers Street
2023	Frail	Stephen A.	2 Powers Street
2023	Skatrud	Alisa M.	49 Sargent Street
2023	Smart, Jr.	Robert T.	25 Mayo Avenue
2023	Tacelli	Patrick W.	179 Harris Avenue
2023	Theran	Sally Ann	121 Grant Street
2024	Buell	Jennifer L.	53 Pinewood Road
2024	Harkins	Thomas M.	24 May Street
2024	Hays	Abigail J.	54 Coolidge Avenue
2024	Karlin	Jessica Z.	30 Wilshire Park
2024	McCaffrey	Maureen T.	285 Manning Street
2024	McGarvey	Susan B.	66 Upland Road
2024	Thomas	Christopher G.	130 Warren Street
2024	Welby	Susan	857 Webster Street



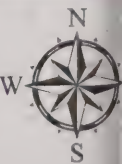
- Interstate Highways
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- Minor Roads
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0 800 1,600 Feet



Town of Needham VOTER PRECINCTS

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PRECINCT H

2022	Barzilay	Ilan	77 Thornton Road
2022	Bruel	Hilary H.	87 Thornton Road
2022	Carter	Molly Kastory	136 Tudor Road
2022	Diener	Michael A.	30 Kenney Street
2022	Han	Karen E.	34 Grosvenor Road
2022	Kingston	John A.	70 Grosvenor Road
2022	Orscheln	Eileen K.	67 Whittier Road
2022	Wixon	Amy M.	92 Grosvenor Road
2023	Cosentino	Julia Satti	265 Great Plain Avenue
2023	Gillogley	Thomas Edward	4 Wendling Road
2023	Kardok	Michael C.	55 Berkshire Road
2023	McCarthy	Nancy E.	29 Sterling Road
2023	Mullen	Eileen M.	20 Dunbarten Road
2023	Olive	Peter R.	133 Thornton Road
2023	Reilly	Richard M.	15 Whittier Road
2023	Zimbone	Richard A.	10 Woodbury Drive
2024	Brinkhaus	Heinz R.	10 Lancaster Road
2024	Bulian	John A.	86 Peacedale Road
2024	Cruickshank	M. Patricia	64 Elmwood Road
2024	Feigenbaum	Lynn Sara	80 Richard Road
2024	Handler	Elizabeth P.	317 Great Plain Avenue
2024	Knickle-Tierney	Kimberly	206 Broad Meadow Road
2024	Moller	Marsha B.	160 Dawson Drive
2024	Tierney	Kevin F.	206 Broad Meadow Road



Town of Needham
VOTER PRECINCTS
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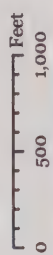
- Interstate Highways
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- Railroads
- Town Boundaries
- Waterbodies

PRECINCT I

2022	Centola	Michael	12 Hoover road
2022	Crocker	Artie R.	17 Fairlawn Street
2022	Ecsedy	Claire D.	20 Holland Terrace
2022	Golden	Joel S.	22 Edwardel Road
2022	Ochalla	Josephine	657 Webster Street
2022	Pingitore	Peter J.	146 Hillcrest Road
2022	Weinstein	Anne W.	3 Carey Road
2022	Whitney	Kathleen D.	75 Kingsbury Street
2023	Bagshaw	Lisa D.	41 Dartmouth Avenue
2023	Ecsedy	David J.	20 Holland Terrace
2023	Kahn-Boesel	Jill C.	44 Brookline Street
2023	Kent	William C.	8 James Avenue
2023	Matthews	Joseph S.	31 Rosemary Street
2023	Mollerus	Kristin L.	139 Brookline Street
2023	Murphy	Lorraine M.	59 Beaufort Avenue
2023	Supple	David P.	58 Helen Road
2024	Atallah	Peter D.	18 Lindbergh Avenue
2024	Escalante	David J.	103 Woodledge Road
2024	Gallo	John L.	298 Brookline Street
2024	Mertz	Catherine W.	67 Rybury Hillway
2024	Robey III	Paul	38 Brookline Street
2024	Sockol	Lois F.	611 Greendale Avenue
2024	Weinstock	Rachel A.	30 Homestead Park
2024	Young	Rebecca A.	1072 Highland Avenue



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Town of Needham VOTER PRECINCTS



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PRECINCT J

2022	Deutsch	Robert E.	14 Highview Street
2022	Epstein	Janice S.	75 Highland Terrace
2022	Keane	Kevin J.	88 Lexington Avenue
2022	Kent	George F.	184 Richdale Road
2022	Montgomery	David P.	361 Webster Street
2022	Mooney	Christopher	41 Lexington Avenue
2022	Panov	Peter S.	19 West Street
2022	Urwitz	Carol I.	164 Greendale Avenue
2023	Bonasia	James S.	174 Tower Avenue
2023	Chandler	Stuart B.	123 Paul Revere Road
2023	Eilberg	Lauren	32 Mark Lee Road
2023	Mathias	Michael M.	354 Webster Street
2023	Murphy	Jane B.	760 Highland Avenue #17
2023	Pollock	Barry S.	15 Pandolf Lane
2023	Sherman	Daniel	566 Hunnewell Street
2023	Whitney	Debra A.	36 Hunting Road
2024	Berlin	Joan K.	67 Parker Road
2024	Cherbuliez	Lisa	17 Lindbergh Avenue
2024	Dermody	William R.	12 Concord Street
2024	Greis	Michael J.	384 Webster Street
2024	Kaponya	Elizabeth N.	27 Highland Terrace
2024	McCourt	Christine S.	181 Richdale Road
2024	Mullin	Donna M	131 Paul Revere Road
2024	Mulno	Glenn A.	40 Morton Street



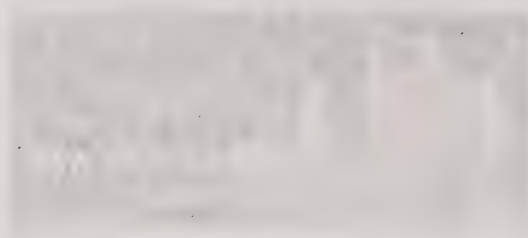
FY2021 RETIREEES

Dept	Retiree	Retire Date	Years of Service	Dept	Retiree	Retire Date	Years of Service
SCH	Rains, Susan	7/1/2020	16 years 4 months	POL	Eldridge 3 rd , David	1/30/2021	33 years 0 months
POL	Droney, Paul	8/1/2020	37 years 2 months	POL	Harmon, Karl	1/30/2021	34 years 3 months
SCH	Langille, Karen	8/1/2020	10 years 11 months	POL	McNiff, Thomas	1/30/2021	32 years 9 months
WAT	Mailman, David	8/19/2020	11 years 8 months	MBM	Fosberg, Jerry	4/3/2021	36 years 10 months
SCH	Fisch, Priscilla	8/30/2020	30 years 2 months	FIR	Bonanno, Deborah	4/25/2021	33 years 7 months
SCH	Kalish, Susan	9/1/2020	20 years 0 months	DPW	Bottomley, Bradford	5/1/2021	10 years 1 months
SCH	French, Christine	9/26/2020	15 years 10 months	SCH	Carney, Nanci	5/8/2021	19 years 6 months
SCH	Bowler, Barbara	10/1/2020	17 years 11 months	TWN	Freeman, Steven	5/30/2021	37 years 1 months
DPW	Merson, Richard	10/1/2020	48 years 7 months	SCH	Simpson, Bonnie	6/19/2021	20 years 3 months
DPW	Ferreri, Luciano	10/9/2020	28 years 0 months	TWN	McMorrow, James	6/26/2021	15 years 0 months
NHA	Capone, Carolyn	12/31/2020	13 years 8 months				



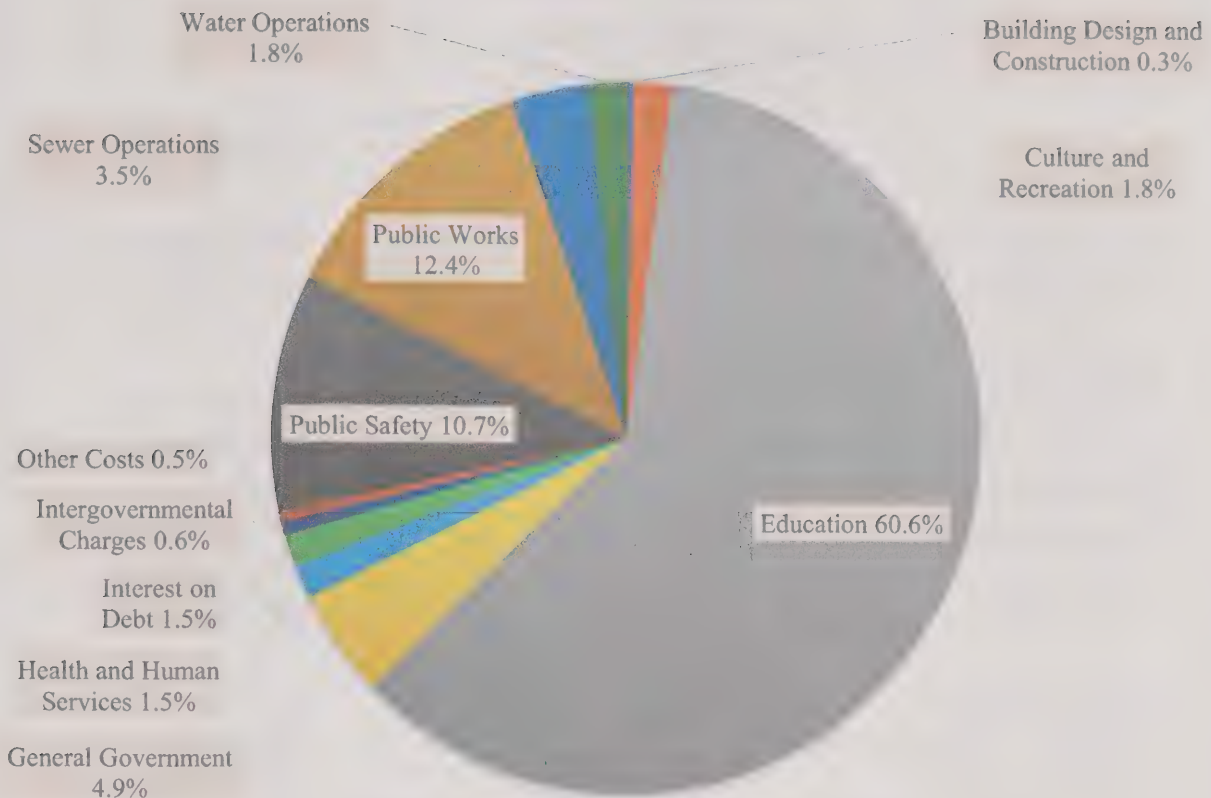
FY2021

Dept	Retiree	Years of Service	Dept	Retiree	Years of Service
HOS	Brosman, Elizabeth	18 years 7 months	SCH	Michi, Priscilla	10 years 4 months
FIR	Buckley, Paul	32 years 7 months	DPW	Pearsall, Herbert	32 years 4 months
HOS	Cahill, Genilde	20 years 11 months	SCH	Pearson, Mary Louise	21 years 8 months
SCH	Converse, Shirley	26 years 11 months	HOS	Quiroga, Jaime	6 years 9 months
POL	Douglas, Arthur	32 years 6 months	TWN	Robbins, Barbara	10 years 9 months
SCH	Gross, Eleanor	16 years 11 months	SCH	Tatakis, Lola	20 years 9 months
FIR	Kelly, John	26 years 10 months	DPW	Tedesco, Jeanne	33 years 5 months

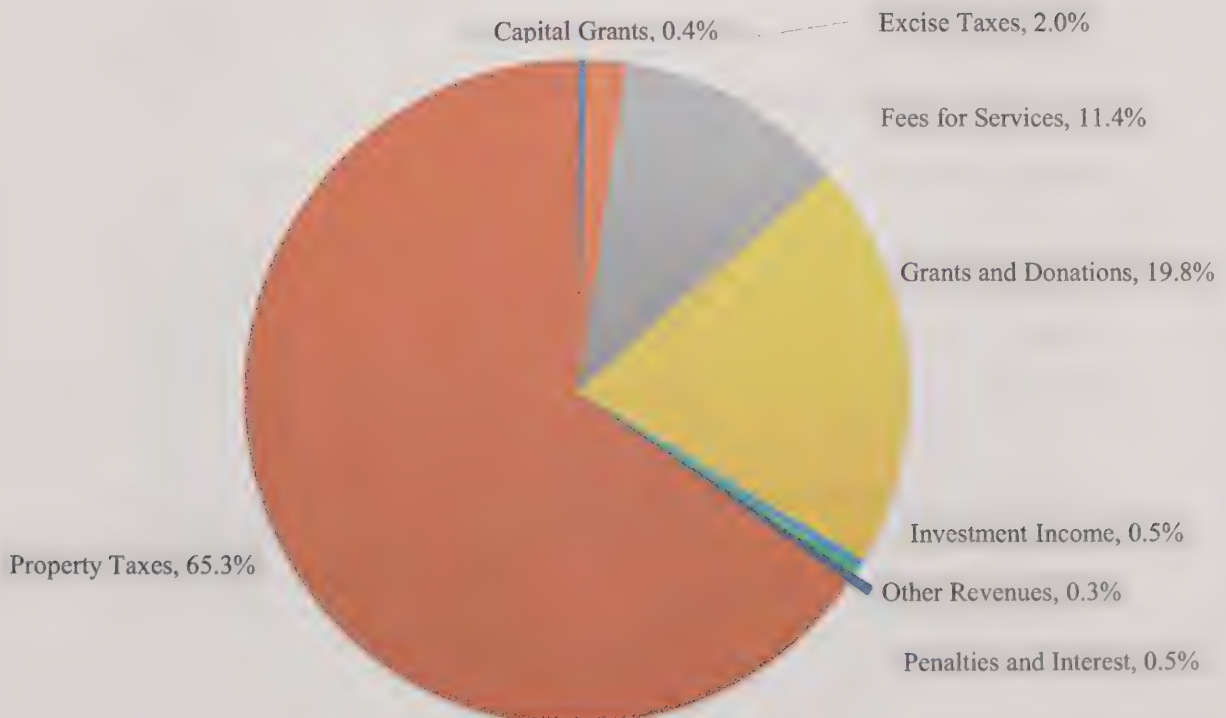


APPENDICES

Expenditure Categories



Revenue Sources



**General Fund
Balance Sheet
Year Ended June 30, 2021**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$53,791,959
Investments	\$6,901,850
 Receivables:	
Property Taxes	\$4,264,234
Excises	\$605,661
Departmental	\$1,275,414
Intergovernmental	\$1,390,296
Other	<u>\$74,899</u>
Total Assets	<u><u>\$68,304,313</u></u>
 <u>LIABILITIES</u>	
Warrants and Accounts Payable	\$1,911,699
Accrued Liabilities	\$4,927,660
Due to Other Governments	\$0
Anticipation Notes Payable	\$0
Refunds Payable	\$543,666
Other Liabilities	<u>\$1,170,159</u>
Total Liabilities	\$8,553,184
 Unavailable Revenue	
	\$7,103,852
Taxes Paid in Advance	<u>\$270,472</u>
Deferred Inflows of Resources	\$7,374,324
 <u>FUND BALANCES</u>	
Non-spendable	\$0
Restricted	\$733,044
Committed	\$9,264,695
Assigned	\$14,316,012
Unassigned	<u>\$28,063,054</u>
Total Fund Balance	\$52,376,805
 Total Liabilities, Deferred Inflows of Resources, and Fund Balance	
	<u><u>\$68,304,313</u></u>

**Total Governmental Funds
Combined Balance Sheet
Year Ended June 30, 2021**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$80,211,176
Investments	\$18,466,415
Receivables:	
Property Taxes	\$4,283,513
Excises	\$605,661
Departmental	\$1,648,351
Intergovernmental	\$1,695,683
Other	\$74,899
Deposits	<u>\$0</u>
Total Assets	<u>\$106,985,698</u>
<u>LIABILITIES</u>	
Warrants and Accounts Payable	\$6,810,727
Unearned Revenue	\$3,013,307
Accrued Liabilities	\$5,069,816
Due to Other Governments	\$0
Taxes Collected in Advance	\$0
Refunds Payable	\$543,666
Anticipation Notes Payable	\$0
Other Liabilities	<u>\$1,519,985</u>
Total Liabilities	\$16,957,501
Deferred Inflows of Resources	\$7,733,249
<u>FUND BALANCES</u>	
Non-spendable	\$188,478
Restricted	\$23,422,517
Committed	\$17,211,847
Assigned	\$14,316,012
Unassigned	<u>\$27,156,094</u>
Total Fund Balance	\$82,294,948
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$106,985,698</u>

Total Governmental Funds
Statement of Revenues, Expenses and Changes in Fund Balances
Year Ended June 30, 2021

Revenues

Property Taxes	\$164,489,112
Excise Taxes	\$5,129,306
Penalties, Interest and Other Taxes	\$1,288,231
Charges for Services	\$8,307,982
Departmental	\$1,141,220
Licenses and Permits	\$2,068,299
Intergovernmental	\$36,838,667
Investment Income	\$1,160,702
Fines and Forfeitures	\$60,974
Contributions	\$794,229
Other	<u>\$640,602</u>
Total Revenues	\$221,919,324

Expenditures

General Government	\$9,728,143
Public Safety	\$24,099,222
Education	\$120,284,557
Public Works	\$25,408,231
Building Design & Construction	\$576,958
Health and Human Services	\$3,210,043
Culture and Recreation	\$3,672,017
Employee Benefits	\$1,062,733
Other Current Expenditures	\$667,584
Capital Outlay	\$25,695,689
Debt Service	\$17,999,560
Intergovernmental	<u>\$1,521,825</u>
Total Expenditures	\$233,926,562

Revenues to Expenditures	(\$12,007,238)
--------------------------	----------------

Other Financing Sources and Uses

Issuance of Bonds & Refunded Debt	\$24,075,000
Bond Premium	\$2,280,000
Transfers In	\$10,139,065
Refunding Escrow	(\$5,355,000)
Transfers Out	<u>(\$9,155,483)</u>
Total Other Financing Sources and Uses	\$21,983,582

Net Change in Fund Balances	\$9,976,344
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Fund Balances at Beginning of Year	\$72,318,604
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Fund Balances at End of Year	<u>\$82,294,948</u>
------------------------------	---------------------

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>		
Current Assets:		
Cash and Short-term Investments	\$5,124,668	\$8,344,399
Receivables	\$2,742,302	\$2,143,709
Intergovernmental	\$0	\$0
Other Current Assets	<u>\$0</u>	<u>\$0</u>
Total Current Assets	\$7,866,970	\$10,488,108
Noncurrent Assets:		
Land and Construction in Progress	\$2,569,426	\$1,551,340
Other Capital Assets, Net of Accumulated Depreciation	<u>\$22,963,734</u>	<u>\$30,768,889</u>
Total Noncurrent Assets	\$25,533,160	\$32,320,229
Total Assets	\$33,400,130	\$42,808,337
Deferred Outflows	<u>\$373,980</u>	<u>\$390,360</u>
Total Assets and Deferred Outflows	\$33,774,110	\$43,198,697
<u>LIABILITIES</u>		
Current Liabilities:		
Accounts Payable	\$79,045	\$84,370
Accrued Payroll	\$0	\$0
Accrued Liabilities	\$32,056	\$42,455
Retainage Payable	\$0	\$0
Refunds Payable	\$135,095	\$21,772
Notes Payable	\$0	\$0
Other Liabilities	\$0	\$0
Current Portion of Long-term Liabilities:		
Bonds Payable	\$509,816	\$603,169
Compensated Absences	<u>\$161,863</u>	<u>\$145,376</u>
Total Current Liabilities	\$917,875	\$897,142

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
Noncurrent Liabilities		
Net Pension Liability	\$1,077,978	\$1,665,966
Net OPEB Liability	\$623,254	\$236,593
Bonds Payable, Net of Current Portion	<u>\$4,036,372</u>	<u>\$4,177,377</u>
Total Noncurrent Liabilities	\$5,737,604	\$6,079,936
 Total Liabilities	 \$6,655,479	 \$6,977,078
Deferred Inflows	<u>\$354,485</u>	<u>\$365,549</u>
	\$7,009,964	\$7,342,627
 <u>NET POSITION</u>		
Invested in Capital Assets, Net of Related Debt	\$20,986,972	\$27,539,683
Unrestricted	<u>\$5,777,174</u>	<u>\$8,316,387</u>
Total Net Assets	\$26,764,146	\$35,856,070
 Total Assets and Deferred Outflows	 <u>\$33,774,110</u>	 <u>\$43,198,697</u>

Enterprise Funds
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
<u>Operating Revenues</u>		
Charges for Services	\$9,398,107	\$7,499,699
Other Current Assets	<u>\$0</u>	<u>\$1,105</u>
Total Operating Revenue	\$9,398,107	\$7,500,804
<u>Operating Expenses</u>		
Personnel Services	\$655,530	\$606,987
Non-Personnel Services	\$377,335	\$1,120,274
Depreciation	\$992,362	\$1,407,286
Intergovernmental Assets	<u>\$6,399,895</u>	<u>\$1,122,902</u>
Total Operating Expenses	\$8,425,122	\$4,257,449
Operating Income (Loss)	\$972,985	\$3,243,355
<u>Non-operating Revenues and Expenses</u>		
Intergovernmental Revenue	\$496	\$0
Investment Income	\$7,289	\$15,345
Other Revenue	\$0	
Interest Expense	<u>(\$94,179)</u>	<u>(\$112,710)</u>
Net Non-operating Revenue/Expense	(\$86,394)	(\$97,365)
Income (Loss) Before Transfers	\$886,591	\$3,145,990
Capital Contribution	\$0	\$0
Transfers In	\$544,698	\$0
Transfers Out	<u>(\$465,865)</u>	<u>(\$1,062,415)</u>
Net Transfers	\$78,833	(\$1,062,415)
Change in Net Position	\$965,424	\$2,083,575
Net Position at Beginning of Year	\$25,798,722	\$33,772,525
Net Position at End of Year	<u>\$26,764,146</u>	<u>\$35,856,100</u>

Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
<u>Operating Activities</u>		
Receipts from Customers and Users	\$9,489,360	\$7,434,207
Employer Contributions	\$0	\$0
Payment of Utility Assessments	(\$6,399,895)	(\$1,122,902)
Payments to Vendors and Contractors	(\$320,713)	(\$1,233,946)
Payment of Employee Salaries, Benefits, and Related Activities	<u>(\$886,911)</u>	<u>(\$1,170,852)</u>
Net Cash Operating Activities	\$1,881,841	\$3,906,507
<u>Noncapital Financing Activities</u>		
Operating Grants Received	\$496	\$0
Transfers from Other Funds	\$544,698	\$0
Transfers to Other Funds	<u>(\$465,865)</u>	<u>(\$1,062,415)</u>
Net Cash Noncapital Financing Activities	\$79,329	(\$1,062,415)
<u>Capital Financing Activities</u>		
Acquisition and Construction of Capital Assets	(\$828,276)	(\$186,101)
Non Operating Revenue	\$0	\$0
Proceeds from Notes	\$0	\$0
Proceeds from Bonds	\$0	\$0
Principal Payments on Loans	(\$543,648)	(\$732,380)
Paydowns of Notes	\$0	\$0
Capital Contribution	\$0	\$0
Interest Expense	<u>(\$94,178)</u>	<u>(\$112,710)</u>
Net Cash Capital Financing Activities	(\$1,466,102)	(\$1,031,191)

Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
<u>Investment Activities</u>		
Investment Income	<u>\$7,289</u>	<u>\$15,345</u>
Net Cash Investment Activities	\$7,289	\$15,345
Net Change in Cash	\$502,357	\$1,828,246
Cash and Investments Beginning of Year	\$4,622,311	\$6,516,153
Cash and Investments End of Year	<u>\$5,124,668</u>	<u>\$8,344,399</u>

Enterprise Funds
Reconciliation of Operating Income to Net Cash Provided by Operating
Activities
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
Operating Income	\$972,985	\$3,243,325
<u>Adjustments</u>		
Depreciation	\$992,362	\$1,407,286
<u>Changes in Assets, Liabilities and Deferred Flows</u>		
User Fees	\$115,942	(\$65,658)
Deferred Outflows	\$180,528	\$337,835
Accounts Payable	\$56,623	(\$113,671)
Accrued Liabilities	\$6,546	\$16,415
Refunds Payable	(\$24,690)	(\$910)
Compensated Absences	(\$33,434)	(\$6,655)
Net Pension Liability	(\$245,962)	(\$380,123)
Net OPEB Liability	(\$251,611)	(\$590,008)
Deferred Inflows	\$112,552	\$58,671
	\$0	\$0
Net Cash Provided by Operating Activities	<u>\$1,881,841</u>	<u>\$3,906,507</u>

2021 Needham Annual Report

Trust Funds Year Ended June 30, 2021

Fund	July 1, 2020	Receipts	Disbursements & Adjustments	June 30, 2021
Anita M. Reinke Memorial Scholarship	12,691.74	811.46	500.00	13,003.20
Arthur and Cecilia Bailey Scholarship	56,862.48	3,635.52	2,270.00	58,228.00
Centennial Football Scholarship	599.72	38.33	0.00	638.05
Charles and Bernice Siegel Memorial Fund	262,814.18	16,803.07	10,000.00	269,617.25
Chloe Malast Memorial Scholarship	18,914.87	1,209.34	750.00	19,374.21
Class of 1979 Scholarship	55.29	3.55	0.00	58.84
Class of 1980 Scholarship	7,325.43	468.37	1,000.00	6,793.80
C. J. Cullen III Memorial Scholarship	48,509.67	3,101.48	0.00	51,611.15
Dana F. Burke Scholarship	5,150.73	329.33	500.00	4,980.06
De Fazio Family Memorial Scholarship	18,069.36	1,155.26	700.00	18,524.62
Derwood Newman Memorial	38,466.55	2,459.37	0.00	40,925.92
Dr. Lee Allan Memorial	4,201.67	268.63	0.00	4,470.30
Dwight School (Pollard School)	58,745.86	3,755.92	0.00	62,501.78
Edward J. Stewart 13 Club Scholarship	120.49	7.69	0.00	128.18
Edith Wildman Fund	623,479.63	39,862.30	24,900.00	638,441.93
Adrienne Garrido Memorial Scholarship	32,176.97	3,429.68	2,500.00	33,106.65
Elizabeth Handley	48,518.69	3,102.06	1,940.00	49,680.75
Elizabeth May Music Trust	244,155.98	15,610.16	0.00	259,766.14
Frederick Barstow Scholarship	285,586.43	18,259.03	18,000.00	285,845.46
Frederick Harris Scholarship	35,713.52	2,283.37	2,000.00	35,996.89
George Morse Memorial Scholarship	278,667.89	17,816.70	6,200.00	290,284.59
George F. Skinner	2,630.21	168.15	1,200.00	1,598.36
High School Sports Endowment	44,673.45	2,856.21	0.00	47,529.66
Igor Guralnik & Keith Flueckiger	22.64	1.44	0.00	24.08
Joan W. Swartz Memorial Scholarship	91.64	5.86	0.00	97.50
John Akers	346,791.62	22,086.32	12,500.00	356,377.94
John C. Wood (High School Library)	19,947.87	1,254.64	1,297.06	19,905.45
Joseph Paulini Scholarship	4,347.34	277.96	0.00	4,625.30
Kyle Shapiro Scholarship	7.70	0.53	0.00	8.23
Leo F. Richards Jr. Scholarship	7.75	0.53	0.00	8.28
Linda Barnes Scholarship	288.92	18.48	0.00	307.40
Lizzie and Reuben Grossman Scholarship	112.56	1,507.19	1,500.00	119.75
Mark R., Beane Memorial Scholarship	45,490.10	2,908.42	1,800.00	46,598.52
Mark Oberle Memorial Scholarship	16,085.56	1,028.42	625.00	16,488.98
Martin Luther King Scholarship	6,762.25	1,482.35	270.00	7,974.60
Minot Mac Donald (Carter School Library)	14,215.21	892.45	477.45	14,630.21
Miriam Kronish Scholarship	5,088.19	325.33	200.00	5,213.52
Miriam Kronish Excellence in Educ	43,698.51	2,793.87	0.00	46,492.38
Nate Tavalone Scholarship	10,130.65	947.70	380.00	10,698.35

2021 Needham Annual Report

Trust Funds Year Ended June 30, 2021

Fund	July 1, 2020	Receipts	Disbursements & Adjustments	June 30, 2021
New Century Club Scholarship	16,136.16	1,031.66	645.00	16,522.82
Nina Pansuk Scholarship	181,482.76	10,736.44	5,000.00	187,219.20
Peter Eloranta Chemistry Award Scholarship	17,409.19	1,113.07	650.00	17,872.26
Peter Eloranta Scholarship	118,269.79	7,561.56	4,700.00	121,131.35
Rebecca H. Perry Memorial Scholarship	331,678.59	21,205.93	8,000.00	344,884.52
Richard Jensen, Sr. Memorial Scholarship	4,140.41	264.73	0.00	4,405.14
Robert and Elizabeth Gardner Scholarship	179,812.88	53,740.80	20,000.00	213,553.68
Robert Burke Fitzgerald	133,898.85	8,560.84	5,350.00	137,109.69
Ruth Ann B. Simmons MD Memorial Scholarship	14,919.11	953.87	1,500.00	14,372.98
Scott Marino Memorial Scholarship	7,235.45	462.62	1,000.00	6,698.07
Stacy Neilson Memorial Fund (Soccer Team)	26,051.83	1,665.63	1,000.00	26,717.46
Students Need Arts Trust Fund	86.88	5.23	0.00	92.11
Timothy P. Flanagan Memorial Scholarship	1,852.06	118.42	500.00	1,470.48
Richard Tod Greenleaf III Memorial	797.59	563.83	1,000.00	361.42
William G. Moseley Scholarship	28,379.59	1,814.77	935.00	29,259.36
Willaim L. Sweet Scholarship	986,304.23	63,920.55	29,250.00	1,020,974.78
William T. Burke Memorial Scholarship	258.59	16.50	0.00	275.09
Subtotal School	\$4,689,933.28	\$346,702.92	\$171,039.51	\$4,865,596.69

2021 Needham Annual Report

Trust Funds Year Ended June 30, 2021

Fund	July 1, 2020	Receipts	Disbursements & Adjustments	June 30, 2021
Arthur W. & Barbara S. Hatch Fund	358,955.89	22,592.58	14,117.06	367,431.41
Bosworth Library Trust Fund	10,031.45	641.38	0.00	10,672.83
Charles Fredic Clifford Henderson Library 10% Trust	181,221.67	11,529.55	1,065.49	191,685.73
Cora Proctor Thurston Fund	16,850.20	1,050.86	495.85	17,405.21
Harold Street Trust	33,380.78	2,134.19	0.00	35,514.97
Helen DE M. Dunn Library Trust Fund	1,197.18	76.53	0.00	1,273.71
Karl L. Nutter Library Trust Fund	3,244.90	207.46	0.00	3,452.36
Laura G. Willgoose Library Trust Fund	183,439.70	11,716.64	254.00	194,902.34
Library Permanent Donation Fund	123,408.44	73,656.55	74,014.12	123,050.87
Lois Carley Children's Library Trust	14,495.41	898.91	521.36	14,872.96
Martha Barr Library Trust Fund	4,642.81	296.83	0.00	4,939.64
Myra S. Greenwood Library Trust Fund	104,511.34	6,681.94	0.00	111,193.28
Roger S. Corliss Fund	8,779.61	561.34	0.00	9,340.95
William Carter Fund	48,382.58	3,093.34	487.95	50,987.97
William H. Wye Library Fund	2,370.30	151.54	0.00	2,521.84
Kathleen F and Dr Thomas H Weller Trust Fund	8,627.59	551.62	0.00	9,179.21
Subtotal Library	\$1,103,539.85	\$135,841.26	\$90,955.83	\$1,148,425.28
350th Needham Birthday Celebration	7,680.07	491.03	0.00	8,171.10
400th Needham Birthday Celebration	5,125.35	327.68	0.00	5,453.03
Community Revitalization Maintenance 10% Trust	87.29	7,911.16	7,586.23	412.22
Community Revitalization Trust	279.69	10,558.11	9,581.41	1,256.39
Council on Aging Permanent Donation	208,304.63	13,317.99	0.00	221,622.62
Domestic Violence Trust	306,375.42	19,588.18	12,500.00	313,463.60
Esther Lyford Trust	14,622.38	934.88	0.00	15,557.26
Green Field Improvement Association Fund	8,032.31	513.55	0.00	8,545.86
John B. Tolman Trust (Library/ Temperance Organization)	164,962.92	10,546.95	2,920.00	172,589.87
Mary Virginia E. Hill (Animal Welfare) Fund	19,203.65	1,227.79	0.00	20,431.44
Needham Cemetery Grand Army Lot Perpetual Care Fund	13,185.96	843.05	0.00	14,029.01
Needham Military Band	154.27	5.76	0.00	160.03
Park & Recreation (Park Beautification) Fund	19,692.98	1,259.07	0.00	20,952.05
Rebecca Perry Park Trust Fund	39,557.23	2,529.10	0.00	42,086.33
Robert & Marcia Carleton Memorial Trust Fund	137,195.10	8,771.62	0.00	145,966.72
Robert & Marcia Carleton Pavilion Fund	41,936.36	2,681.20	0.00	44,617.56
Skate Park Trust Fund	3,432.25	219.43	0.00	3,651.68
Subtotal Other Funds	\$989,827.86	\$81,726.55	\$32,587.64	\$1,038,966.77
TOTAL	\$6,783,300.99	\$564,270.73	\$294,582.98	\$7,052,988.74

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description		Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Townwide		\$62,597,155		(81,087,714)	\$61,509,441	(887,917,426.81)	(8389,145.71)	(888,806,572.52)	\$3,002,868.48
10	Select Board and the Office of the Town Manager	\$1,096,503		\$13,253	\$1,109,756	(81,065,461.23)	(82,140.23)	(81,147,601.46)	\$42,154.24
11	Office of the Town Clerk	\$457,429		\$6,302	\$463,731	(\$448,698.55)	(\$4,010.00)	(\$452,708.55)	\$11,022.45
12	Legal Services	\$329,140			\$329,140	(\$309,630.59)	(\$15,692.50)	(\$325,323.09)	\$3,816.91
13	Finance Department	\$3,477,743		\$31,110	\$3,508,853	(88,832,942.32)	(874,625.60)	(89,707,567.92)	\$101,285.08
14	Finance Committee	\$39,922		\$1,155	\$41,077	(846,137.85)		(846,137.85)	\$939.85
15	Planning and Community Development Department	\$616,651		\$6,294	\$622,945	(8567,578.20)	(85,405.09)	(8572,773.29)	\$50,171.11
16	Police Department	\$7,440,850		\$292,770	\$7,733,620	(\$6,897,321.76)	(\$45,565.94)	(\$6,942,887.70)	\$790,732.00
17	Fire Department	\$8,810,841		\$206,090	\$9,016,931	(\$8,757,381.13)	(\$68,733.33)	(\$8,826,114.46)	\$190,816.17
18	Building Department	\$795,800		\$16,478	\$812,278	(\$659,554.93)	(\$142,099)	(\$659,697.02)	\$152,580.98
19	Minuteman Regional High School Assessment	\$1,099,935		\$12,614	\$1,112,549	(\$1,112,548.55)		(\$1,112,548.55)	\$0.45
20	Needham Public Schools	\$80,735,089			\$80,735,089	(877,788,139.01)	(81,862,090.10)	(879,650,229.11)	\$1,084,859.89
21	Building Design and Construction Department	\$544,659		\$12,957	\$557,616	(8469,292.27)	(83,697.85)	(8472,986.12)	\$84,629.88
22	Department of Public Works	\$16,840,578		\$433,449	\$17,274,027	(\$16,258,344.20)	(8877,484.87)	(817,135,819.07)	\$138,207.93
23	Municipal Parking Program	\$130,522			\$130,522	(8122,373.67)	(85,890.88)	(8128,273.55)	\$2,248.45
24	Health and Human Services Department	\$2,297,153		\$25,056	\$2,322,209	(82,155,868.24)	(819,356.48)	(82,175,164.72)	\$147,044.28

General Fund									
Statement of Budget Appropriations and Expenditures									
Year Ended June 30, 2021									
Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned	
25 Commission on Disabilities	\$2,050			\$2,050	(\$1,515.42)		(\$1,515.42)	\$534.58	
26 Historical Commission	\$1,050			\$1,050				\$1,050.00	
27 Needham Public Library	\$1,986,020		\$27,895	\$2,013,915	(\$1,775,803.61)	(\$23,968.84)	(\$1,799,772.45)	\$214,142.55	
28 Park and Recreation Department	\$947,970		\$2,291	\$950,261	(\$738,639.37)	(\$30,846.99)	(\$769,486.36)	\$180,774.64	
29 Memorial Park Trustees	\$750			\$750	(\$729.75)	(\$20.25)	(\$750.00)		2021
Subtotal	\$127,650,655		\$1,087,714	\$128,738,369	(\$122,501,899.65)	(\$3,030,466.34)	(\$125,531,366.99)	\$3,197,012.91	Needham
A-15									Annual
Townwide & Departments	\$190,247,810			\$190,247,810	(\$189,419,317.46)	(\$3,228,642.65)	(\$192,647,959.11)	\$6,199,880.49	Report

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description		Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Townwide Expense Budgets									
1	Casualty, Liability, Property & Self-Insurance Program	\$665,795		\$2,389	\$668,184	(\$667,584.00)		(\$667,584.00)	\$600.00
2	Debt Service	\$21,111,388			\$21,111,388	(\$21,091,658.39)		(\$21,091,658.39)	\$19,729.61
3	Group Health Insurance, Employee Benefits & Administrative Costs	\$16,128,308			\$16,128,308	(\$15,852,607.26)	(\$72,524.67)	(\$15,925,131.93)	\$203,176.07
4	Needham Electric, Light & Gas Program	\$3,901,384			\$3,901,384	(\$2,992,947.16)	(\$516,621.04)	(\$3,509,568.20)	\$391,815.89
5	Retiree Insurance & Insurance Liability Fund (OPEB)	\$7,197,713			\$7,197,713	(\$7,197,713.00)		(\$7,197,713.00)	\$0
6	Retirement Assessments	\$9,513,643			\$9,513,643	(\$9,368,084.00)		(\$9,368,084.00)	\$145,559.00
7	Workers Compensation	\$746,833			\$746,833	(\$746,833.00)		(\$746,833.00)	\$0
8	Classification Performance & Settlements	\$1,255,000		(\$698,993)	\$556,007				\$556,007.00
9	Reserve Fund	\$2,077,091		(\$391,110)	\$1,685,981				\$1,685,981.00
Total									
		\$62,597,155		(\$1,087,714)	\$61,509,441	(\$57,917,426.81)	(\$589,145.71)	(\$58,506,572.52)	\$3,002,868.48
Select Board and the Office of the Town Manager									
10A	Salary & Wages	\$942,708		\$13,253	\$955,961	(\$937,843.45)		(\$937,843.45)	\$18,117.55
10B	Expenses	\$153,795			\$153,795	(\$127,617.78)	(\$2,140.53)	(\$129,758.31)	\$24,036.69
	Total	\$1,096,503		\$13,253	\$1,109,756	(\$1,065,461.23)	(\$2,140.53)	(\$1,067,601.76)	\$42,154.24
Office of the Town Clerk									
11A	Salary & Wages	\$391,124		\$6,302	\$397,426	(\$397,426.00)		(\$397,426.00)	\$0
11B	Expenses	\$66,305			\$66,305	(\$51,272.55)	(\$4,010.00)	(\$55,282.55)	\$11,022.45
	Total	\$457,429		\$6,302	\$463,731	(\$448,698.55)	(\$4,010.00)	(\$452,708.55)	\$11,022.45

General Fund							
Statement of Budget Appropriations and Expenditures							
Year Ended June 30, 2021							
Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Returned
Legal Services							
12A Salary & Wages	\$75,140	(\$75,140)		\$329,140	(\$309,630.59)	(\$15,692.50)	\$3,816.91
12B Expenses	\$254,000	\$75,140		\$329,140	(\$309,630.59)	(\$15,692.50)	\$3,816.91
Total	\$329,140			\$329,140	(\$309,630.59)	(\$15,692.50)	\$3,816.91
Finance Department							
13A Salary & Wages	\$2,100,223		\$31,110	\$2,131,333	(\$2,041,299.83)		\$90,033.17
13B Expenses	\$1,282,520			\$1,282,520	(\$1,198,393.91)	(\$74,625.60)	\$9,500.49
13C Capital	\$95,000			\$95,000	(\$95,248.88)		\$1,751.42
Total	\$3,477,743		\$31,110	\$3,508,853	(\$3,337,942.32)	(\$74,625.60)	\$101,285.08
Finance Committee							
14A Salary & Wages	\$38,522		\$1,155	\$39,677	(\$39,676.96)		\$0.01
14B Expenses	\$1,400			\$1,400	(\$400.89)		\$939.11
Total	\$39,922		\$1,155	\$41,077	(\$40,137.85)		\$939.11
Planning and Community Development Department							
15A Salary & Wages	\$582,251		\$6,294	\$588,545	(\$541,413.96)		\$44,131.59
15B Expenses	\$34,400			\$34,400	(\$33,164.34)	(\$1,195.09)	\$6,040.57
Total	\$616,651		\$6,294	\$622,945	(\$567,578.20)	(\$5,195.09)	\$50,171.71
Police Department							
16A Salary & Wages	\$6,752,022		\$292,770	\$7,044,792	(\$6,345,278.29)		\$699,513.71
16B Expenses	\$404,312			\$404,312	(\$288,655.11)	(\$45,565.94)	\$70,090.95
16C Capital	\$284,516			\$284,516	(\$263,388.36)		\$21,127.64
Total	\$7,440,850		\$292,770	\$7,733,620	(\$6,897,321.76)	(\$45,565.94)	\$790,732.30
Fire Department							
17A Salary & Wages	\$8,378,394		\$206,090	\$8,584,484	(\$8,469,677.95)		\$114,806.05
17B Expenses	\$407,464			\$407,464	(\$270,364.18)	(\$68,072.33)	\$69,027.49
17C Capital	\$24,983			\$24,983	(\$1,349.09)	(\$6,100.00)	\$6,983.00
Total	\$8,810,841		\$206,090	\$9,016,931	(\$8,750,391.13)	(\$68,072.33)	\$190,816.54

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Building Department								
18A Salary & Wages	\$744,760		\$16,478	\$761,238	(\$647,418.28)		(\$647,418.28)	\$113,819.72
18B Expenses	\$51,040			\$51,040	(\$12,136.65)	(\$142.09)	(\$12,278.74)	\$38,761.26
Total	\$795,800		\$16,478	\$812,278	(\$659,554.93)	(\$142.09)	(\$659,697.02)	\$152,580.98
Minuteman Regional High School Assessment								
19 Assessment	\$1,099,935		\$12,614	\$1,112,549	(\$1,112,548.55)		(\$1,112,548.55)	\$0.45
Total	\$1,099,935		\$12,614	\$1,112,549	(\$1,112,548.55)		(\$1,112,548.55)	\$0.45
Needham Public Schools								
20 Needham Public School Budget	\$80,735,089			\$80,735,089	(\$77,788,139.01)	(\$1,862,090.10)	(\$79,650,229.11)	\$1,084,859.89
Total	\$80,735,089			\$80,735,089	(\$77,788,139.01)	(\$1,862,090.10)	(\$79,650,229.11)	\$1,084,859.89
Needham Design and Construction Department								
21A Salary & Wages	\$525,164		\$12,957	\$538,121	(\$461,925.08)		(\$461,925.08)	\$76,195.92
21B Expenses	\$19,495			\$19,495	(\$7,367.19)	(\$3,693.85)	(\$11,061.04)	\$8,433.36
Total	\$544,659		\$12,957	\$557,616	(\$469,292.27)	(\$3,693.85)	(\$472,986.12)	\$84,629.38
Department of Public Works								
22A Salary & Wages	\$9,228,146	(\$225,000)	\$57,342	\$9,060,488	(\$9,013,507.96)		(\$9,013,507.96)	\$46,980.44
22B Expenses	\$7,037,810	\$225,000		\$7,262,810	(\$6,306,459.45)	(\$865,810.87)	(\$7,172,270.32)	\$90,539.68
22C Capital	\$150,018			\$150,018	(\$137,656.02)	(\$11,674.00)	(\$149,330.02)	\$687.98
22D Other	\$424,604		\$376,107	\$800,711	(\$800,710.77)		(\$800,710.77)	\$0.23
Total	\$16,840,578		\$433,449	\$17,274,027	(\$16,258,334.20)	(\$877,484.87)	(\$17,135,819.07)	\$138,207.93
Municipal Parking Program								
23 Program	\$130,522			\$130,522	(\$122,373.67)	(\$5,809.88)	(\$128,183.55)	\$2,248.45
Total	\$130,522			\$130,522	(\$122,373.67)	(\$5,809.88)	(\$128,183.55)	\$2,248.45
Health and Human Services Department								
24A Salary & Wages	\$1,842,113		\$25,056	\$1,867,169	(\$1,815,796.83)		(\$1,815,796.83)	\$51,372.17
24B Expenses	\$455,040			\$455,040	(\$340,011.41)	(\$19,356.48)	(\$359,367.89)	\$95,672.11
Total	\$2,297,153		\$25,056	\$2,322,209	(\$2,155,808.24)	(\$19,356.48)	(\$2,175,164.72)	\$147,044.28

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
201A Salary & Wages	\$1,054,938			\$1,054,938	-\$890,210.20		-\$890,210.20	\$164,727.80
201B Expenses	\$462,447			\$462,447	-\$356,961.99	-\$52,961.84	-\$409,923.83	\$52,523.17
201C Capital	\$45,000			\$45,000	-\$24,035.00	-\$20,965.00	-\$45,000.00	
201D MWRA Assessment	\$6,399,895			\$6,399,895	-\$6,399,895.00		-\$6,399,895.00	
201E Debt Service	\$900,000			\$900,000	-\$645,376.95		-\$645,376.95	\$254,623.05
202 Reserve Fund	\$35,000			\$35,000				\$35,000.00
Total Operating Budget	\$8,897,280			\$8,835,757	-\$8,316,479.14	-\$73,926.84	-\$8,390,405.98	\$506,874.02

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
301A Salary & Wages	\$1,360,541			\$1,360,541	-\$1,187,266.67		-\$1,187,266.67	\$173,274.33
301B Expenses	\$1,269,070			\$1,269,070	-\$927,492.40	-\$58,634.69	-\$986,127.09	\$282,942.91
301C Capital	\$15,000			\$15,000	-\$15,000.00		-\$15,000.00	
301D MWRA Assessment	\$1,126,226			\$1,126,226	-\$1,122,902.00		-\$1,122,902.00	\$3,324.00
301E Debt Service	\$1,250,000			\$1,250,000	-\$1,242,824.32		-\$1,242,824.32	\$7,175.68
302 Reserve Fund	\$75,000			\$75,000				\$75,000.00
Total Operating Budget	\$5,095,837			\$5,095,837	-\$4,495,485.39	-\$58,634.69	-\$4,554,120.08	\$541,716.92

Community Preservation Act
Statement of Budget Appropriations and Expenditures

Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Administrative Budget	\$82,000			\$82,000	-\$15,497.04	-\$1,539.99	-\$17,037.03	\$64,962.97
Total Operating Budget	\$82,000			\$82,000	-\$15,497.04	-\$1,539.99	-\$17,037.03	\$64,962.97

TAX RATE RECAPITULATION

Fiscal Year 2021

I. TAX RATE SUMMARY

la. Total amount to be raised (from page 2, IIe)	\$ 216,100
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	53,662
lc. Tax Levy (Ia minus Ib)	\$ 162,438
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by cla (d) x (e) / 10
Residential	76.9233	124,953,286.29	9,589,166,123.00	13.03	124,946,
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	
Commercial	16.3207	26,511,149.41	1,030,129,606.00	25.74	26,515,
Net of Exempt					
Industrial	1.9498	3,167,231.74	123,073,050.00	25.74	3,167,
SUBTOTAL	95.1938		10,742,368,779.00		154,630,
Personal	4.8062	7,807,133.66	303,361,700.00	25.74	7,808,
TOTAL	100.0000		11,045,730,479.00		162,438,

MUST EQU

Assessors

Stanley Winston, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/11/2020 8:39 AM

Comment:

Walter F. McDonough, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/11/2020 2:54 PM

Comment:

Arthur Tzouros, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/11/2020 3:16 PM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Amy Handfield
Date: 12/15/2020
Approved: Andrew Nelson
Director of Accounts: Mary Jane Handy

NOTE : The information was Approved on 12/15/2020

TAX RATE RECAPITULATION
Fiscal Year 2021

Jane Jane Handy

TAX RATE RECAPITULATION

Fiscal Year 2021

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(g) from page 4)		212,871,579.50
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes	12,500.00	
2. Debt and interest charges not included on page 4	0.00	
3. Final Awards	0.00	
4. Total overlay deficit	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	48,609.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	275,595.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		336,704.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)		1,485,423.00
Ild. Allowance for abatements and exemptions (overlay)		1,407,265.11
Ile. Total amount to be raised (Total Ila through Ild)		216,100,971.61

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	13,000,178.00	
2. Massachusetts school building authority payments	695,148.00	
TOTAL IIIa		13,695,326.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	11,310,310.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	15,603,067.00	
4. Community Preservation Funds (See Schedule A-4)	3,698,048.00	
TOTAL IIIb		30,611,425.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	7,862,472.50	
2. Other available funds (page 4, col (d))	1,492,947.00	
TOTAL IIIc		9,355,419.50
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2020	0.00	
1b. Free cash..appropriated on or after July 1, 2020	0.00	
2. Municipal light surplus	0.00	
3. Other source :	0.00	
TOTAL IIId		0.00
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)		53,662,170.50

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)		216,100,971.61
b. Total estimated receipts and other revenue sources (from IIIe)	53,662,170.50	
c. Total real and personal property tax levy (from Ic)	162,438,801.11	
d. Total receipts from all sources (total IVb plus IVc)		216,100,971.61

NOTE : The information was Approved on 12/15/2020

TAX RATE RECAPITULATION
Fiscal Year 2021

LOCAL RECEIPTS NOT ALLOCATED *

Receipt Type Description	(a) Actual Receipts Fiscal 2020	(b) Estimated Receipts Fiscal 2021
MOTOR VEHICLE EXCISE	5,679,213.47	5,000,000.00
OTHER EXCISE		
a.Meals	499,167.31	180,000.00
b.Room	1,185,706.21	200,000.00
c.Other	0.00	0.00
d.Cannabis	0.00	0.00
PENALTIES AND INTEREST ON TAXES AND EXCISES	272,718.79	270,000.00
PAYMENTS IN LIEU OF TAXES	93,000.00	90,000.00
CHARGES FOR SERVICES - WATER	0.00	0.00
CHARGES FOR SERVICES - SEWER	0.00	0.00
CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
CHARGES FOR SERVICES - SOLID WASTE FEES	1,108,098.58	950,000.00
OTHER CHARGES FOR SERVICES	1,889,262.11	1,825,000.00
FEES	215,503.27	125,000.00
a.Cannabis Impact Fee	135,685.23	0.00
b.Community Impact Fee Short Term Rentals	0.00	0.00
RENTALS	114,739.19	100,000.00
DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
DEPARTMENTAL REVENUE - RECREATION	358,649.00	70,000.00
OTHER DEPARTMENTAL REVENUE	575,385.29	385,000.00
LICENSES AND PERMITS	2,381,660.11	1,800,000.00
SPECIAL ASSESSMENTS	914.20	0.00
FINES AND FORFEITS	234,548.66	50,000.00
INVESTMENT INCOME	834,162.96	264,710.00
MEDICAID REIMBURSEMENT	67,187.97	0.00
MISCELLANEOUS RECURRING (UPLOAD REQUIRED)	7,967.11	600.00
MISCELLANEOUS NON-RECURRING (UPLOAD REQUIRED)	404,780.90	0.00
Totals	16,058,350.36	11,310,310.00

Officer

I certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete,
I certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation
I, the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made
from sources from which such appropriations are to be met.

T. Vaillancourt, Town Accountant, Needham, mvaillancourt@needhamma.gov 781-455-7500 | 12/14/2020 8:55 AM

nt:

Include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise
Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. Written documentation should be submitted to support increases /
decreases of estimated receipts to actual receipts.
Written documentation should be submitted to support increases/ decreases of FY 2021 estimated receipts to FY 2020 estimated receipts to be used in
the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 12/15/2020

A-25

TAX RATE RECAPITULATION
Fiscal Year 2021

		APPROPRIATIONS					AUTHORIZATIONS				
							MEMO ONLY				
City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	(h) *** Departmental Revolving Funds	(i) Borrowing Authorization (Other)	
06/08/2020	2021	209,451,450.00	185,764,698.00	7,856,186.00	596,057.00	0.00	13,809,509.00	1,425,000.00	1,386,100.00	676,700.00	
06/08/2020	2020	6,286.50	0.00	6,286.50	0.00	0.00	0.00	0.00	0.00	0.00	
10/04/2020	2021	3,413,843.00	56,000.00	0.00	896,890.00	0.00	463,500.00	1,997,453.00	0.00	0.00	
Total		212,871,579.50	185,820,698.00	7,862,472.50	1,492,947.00	0.00	14,273,009.00	3,422,453.00			

A * Enter the fiscal year to which the appropriation relates.
 ** Appropriations included in column (b) must not be reduced by local receipts or any other funding source.
 *** Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.
 **** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Clerk
 I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.
 Theodora K. Eaton, Town Clerk, Needham, Teaton@needhamma.gov 781-455-7500 | 12/9/2020 11:46 AM
 Comment:

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Meeting in the Middle – Needham's Memorial Park

Gloria Greis, PhD , Executive Director of the Needham History Center and Museum

The line is now fading, but long-term Needham residents still remember when Rosemary Street, formed the “boundary” between Needham Center and Needham Heights. Needham in 1850 was not that much different from Needham in 1711. Most Needhamites were farmers, or worked in the trades that supported a small farming community. The town and church were centered on the intersection of Nehoiden Street and Central Avenue to be near the coach roads – the main travel arteries of the time. The rest of Needham was thinly settled – mostly woodlots and pastureland, except for where it was too swampy to farm much at all. Highlandville (Needham Heights) was similar, sparsely settled and with the same farms and pastures as the Center.

Everything changed after 1850. In 1853, the railroad came to Needham, in part to transport gravel to Boston to fill the Back Bay. Stations were built at Highlandville and in the empty pastureland of the Great Plain. Once the railroad was built, businesses and homes were increasingly drawn away from the old center on Nehoiden Street and toward the convenience and activity of the two train stations. Also in the 1850s, Needham saw its first significant influx of immigrants since the 1700s. Irish Catholics escaping the Famine flocked to the Boston area and surrounding towns. English knitters from the Midlands, displaced by the growing industrialization of the English textile industry, also came to this area. Many of these families settled in Highlandville. As the knitters set up their own businesses and then expanded their mills, the need for labor grew, and the Irish and English, and later the Italian and Polish immigrants found work and settled in the neighborhood.

The new industries and immigrants transformed the Heights economy from farms to manufacturing, and created a new political and social culture that was very different from the old Yankee culture of the Center. The two sections took on different characters that reflected their differing histories. The Heights was more diverse in nationality and religion, and industrial rather than agricultural. Neighborhood enclaves were based on nationality. The local game was cricket rather than baseball.

However, despite any differences, the construction of Memorial Park in 1921 was an act of unity, a sharing of grief and memory. Needham had just recovered from the twin traumas of World War I and the influenza epidemic. The town was more fortunate than many, suffering relatively few losses from either event. Nevertheless, it had been two generations – the Civil War – since Needham had faced such tragedy. The site chosen for the park was also symbolic – Richwagen's Hill on Highland Avenue, just midway between the Center Common and the Heights Common.

April 19, 1921, was declared “Memorial Park Community Day;” it was not a coincidence that the date was the anniversary of the Battle of Lexington and Concord. Two parades set off with music and fanfare – one from the Center, and one from the Heights – to meet in the middle at Richwagen's Hill. Alarms and bells in town called the workers to action at 7:00 AM.

The parade from the Square was led by the Needham Military Band, the one from the Heights by the Boy Scout Fife and Drum Corps. 1700 people (one-third of the town) volunteered to work, bringing every available wheelbarrow and shovel, tractor and horse. Over the course of the day, this huge volunteer workforce cut back the sloping hill to create a level field. Veterans of the War wore their old uniforms. The Women's Relief Corps set up a camp kitchen in the field across the street (now Sudbury Farms' parking lot) to feed the workers.

A large boulder found during the digging was set up for the bronze memorial plaque. The new Memorial Park was dedicated “To Those of Needham who Served their Country in the World War, 1917-1918, and in Memory of Those Who Died in Service.” In 1995, additional monuments were dedicated in honor of Needhamites who served in the country's other wars.

In the century since it was built, Memorial Park has been the site of town gatherings, concerts, celebrations, fireworks, sledding runs, and carnivals. After 1930, it became the location for the high school's sports fields. And every Memorial Day, we still pause there to honor those who died in service to our country. For 100 years, Memorial Park has been our park, playing field, and gathering place. Created by the community to honor its heroes – figuratively and literally at the center of Needham.



Above: 1,700 Needham volunteers used their shovels, wheelbarrows, steam shovels, tractors and plows to level Richwagen's Hill and create Memorial Park in honor of the Town's World War I veterans and casualties.

Below: The Women's Relief Corps set up a camp kitchen in what is now the Sudbury Farms parking lot, to feed the volunteers who built Memorial Park a lunch of beans, hot dogs, bread, cheese, pickles, pies, donuts, and coffee. The Library is in the background.





1711



2021

**WARRANT FOR THE
STATE PRIMARY
The Commonwealth of Massachusetts**

TUESDAY, SEPTEMBER 1, 2020

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to meet at their respective voting places in said Town, namely:

PRECINCT A – Center at the Heights - 300 Hillside
PRECINCT B – Center at the Heights - 300 Hillside
PRECINCT C – Newman School - Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Needham Golf Club - 49 Green St.

PRECINCT F – Rosemary Rec. Complex – 178 Rosemary St
PRECINCT G – Rosemary Rec. Complex – 178 Rosemary St.
PRECINCT H – Needham Golf Club – 49 Green St.
PRECINCT I – Town Hall, 1471 Highland Ave – Powers Hall
PRECINCT J – Town Hall, 1471 Highland Ave – Powers Hall

**ON TUESDAY, THE FIRST DAY
OF SEPTEMBER, 2020**

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Primary for the candidates of Political Parties for the following offices:

SENATOR IN CONGRESS	For this Commonwealth
REPRESENTATIVE IN CONGRESS.....	Fourth District
COUNCILLOR	Second District
SENATOR IN GENERAL COURT	For Norfolk, Bristol and Middlesex District
	(Precincts A, B, C, I, and J)
SENATOR IN GENERAL COURT	For Norfolk and Suffolk District
	(Precincts D, E, F, G, and H)
REPRESENTATIVE IN GENERAL COURT	Thirteenth Norfolk District
REGISTER OF PROBATE	Norfolk County
COUNTY COMMISSIONERS	Norfolk County
COUNTY TREASURER	Norfolk County
SHERIFF (VACANCY)	Norfolk County

**The Polls Will Be Open From
7:00 A.M. to 8:00 P.M.**

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.
Given under our hands this 6th day of August, A.D. 2020.

Maurice P. Handel, Chair
Matthew D. Borrelli, Vice Chair
Marianne B. Cooley, Clerk
Daniel P. Matthews, Member
John A. Bulian, Member
Select Board of Needham

A true copy,
ATTEST _____ 2020
Constable (month) (day)

Kate J. [Signature]
Per vote of Select Board
8.6.2020

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

SUNDAY, OCTOBER 4, 2020

RAIN DATE OCTOBER 11, 2020

1:00 P.M.

MEMORIAL PARK PARKING LOT

92 ROSEMARY STREET

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet at the Memorial Park Parking Lot on:

SUNDAY, THE FOURTH DAY OF OCTOBER 2020

At 1:00 in the afternoon, then and there to act upon the following articles:

FINANCE ARTICLES

ARTICLE 1: AMEND THE FY2021 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2021 Operating Budget adopted under Article 14 of the 2020 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
9	Reserve Fund	\$2,077,091	TBD

or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: The purpose of this article is to provide a possible funding source for extraordinary COVID-19 expenses identified under Article 3 of this warrant.

ARTICLE 2: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Property Tax Assistance Program provides assistance to elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The Select Board's recent practice has been to seek an annual appropriation for the Property Tax Assistance Program that is at least equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$16,945 in fiscal year 2020.

ARTICLE 3: APPROPRIATE FOR COVID-19 EXPENSES

To see if the Town will vote to raise and/or transfer and appropriate a sum for the purpose of funding COVID-19 related expenses, to be spent under the direction of the Town Manager, and to meet this appropriation that a sum be raised from the tax levy, a sum be transferred from Overlay Surplus; and a sum to be transferred from an available source; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: This article will fund extraordinary expenses related to the COVID-19 pandemic, including those needed to open the Needham Public Schools for both in-person learning and remote instruction. Costs include enhanced cleaning, HVAC maintenance and upgrades, PPE, teaching staff, public health support, and other mitigation costs.

ARTICLE 4: APPROPRIATE FOR BILLING AND COLLECTION SOFTWARE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,075,000 for the purpose of funding the development, design, acquisition, installation and implementation of new municipal billing and collection applications, network, hardware, and related technology, and the decommissioning and phase out of the Town's existing enterprise billing and collection applications, including prior accounting and financial reporting applications, and other related expenses to be spent under the direction of the Town Manager, and to meet this appropriation that \$56,000 be raised from the tax levy, \$193,500 be raised from Water Enterprise Fund receipts, and that \$800,000 be transferred from Overlay Surplus, and \$25,500 be transferred from Article 8 of the October 5, 2016 Special Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This warrant article will fund the acquisition and implementation of new billing software for the Town's major receivables (motor vehicle and trailer excise, property tax, and utilities) and for miscellaneous billing and over-the-counter transactions. The project also includes decommissioning the current system, which necessitates the exporting, printing, and archiving of the various financial records maintained in the system that will be retired. The project is anticipated to take 30 to 36 months to complete.

The current software is used by the Collector Treasurer to process, record, report, and reconcile all revenue collections daily. The Town bills and collects motor vehicle excise tax, real, and personal property taxes with the system. The software is also used to bill water and sewer consumption and services, service details, commercial disposal, out-of-district tuition, and numerous Town and School departmental receipts. The

system maintains all taxpayer accounts (current and historical) related to all billing and collections. The system is used to provide legal data to homebuyers and sellers relative to municipal charges and payment history.

The current billing applications were written in a language that is not well-supported. The software is operated using IBM System I AS/400 hardware, technology the Town has relied upon for 30 years but that is now outdated. The application provider may no longer support the tax billing software with patches and enhancements, and the system has limited functionality and compatibility with other more modern systems in use in the Town.

ARTICLE 5: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the amount of \$21,390 for the purpose of supporting transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund. Each Transportation Network Company (such as Uber and Lyft) is assessed \$0.20 per ride to fund transportation improvements. One-half of the amount received from the Fund is to be distributed proportionately to each city and town based on the number of rides that originated in that city or town. The distributed funds must be used to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town. Funding for transportation improvements in FY2021 will be allocated to pedestrian and bicycle safety initiatives, unless circumstances require otherwise.

ZONING ARTICLES

ARTICLE 6: AMEND ZONING BY-LAW – AVERY SQUARE OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

- (a) Amend the definition of “Independent Living Apartments” in Section 1.3, Definitions, by (i) adding the words “or Avery Square Overlay District” after the words “Elder Services Zoning District”; (ii) deleting the word “only” before the words “residential uses”; and (iii) adding to the end of the definition the sentence “; provided, however, that within the Avery Square Overlay District, as provided in Section 3.15.3.2(d), below, such Independent Living Apartments may be located in a building that also houses Assisted Living and/or Alzheimer’s/Memory Loss Facilities but need not be part of a Continuing Care Retirement Community.”, so that it reads as follows:

“A building in the Elder Services Zoning District or Avery Square Overlay District containing three or more dwelling units, which building houses residential uses and support services accessory thereto, intended primarily as independent living units for individuals aged 55 years or older, and/or families with at least one family member aged 55 years or older, within a Continuing Care Retirement Community; provided, however that within the Avery Square Overlay District, as

provided in Section 3.15.3.2(d), below, such Independent Living Apartments may be located in a building that also houses Assisted Living and/or Alzheimer's/Memory Loss Facilities, but need not be part of a Continuing Care Retirement Community.”

- (b) Amend Section 2.1 Classes of Districts by adding the following term and abbreviation under the subsection Overlay:

“ASOD-- Avery Square Overlay District”

- (c) Amend Section 3, Use Regulations, by adding a new Subsection 3.15, Avery Square Overlay District, to read as follows:

“3.15 Avery Square Overlay District

3.15.1 Purposes of District

The purposes of the Avery Square Overlay District (“ASOD”) are to promote the health, safety, and general welfare of the community by creating opportunities for housing primarily serving individuals 55 years old or older, who wish to live in independent apartments and/or who may need to live in Assisted Living and/or Alzheimer's/Memory Loss facilities, within walking distance of goods and services, public transportation, and the civic life of the town; to promote a vibrant, walkable area within the ASOD, and to encourage and allow redevelopment of the existing property within the ASOD in a manner that will further these purposes. Toward these ends, development in the Avery Square Overlay District shall, as set forth in this Section 3.15, be permitted to exceed the density and dimensional requirements that normally apply in the underlying zoning district provided that such development complies with all other requirements of this Section 3.15.

3.15.2 Scope of Authority

In the Avery Square Overlay District, all requirements of the underlying district shall remain in effect except where this Section 3.15 provides an alternative to such requirements, in which case the requirements of this Section 3.15 shall prevail. If the provisions of the Avery Square Overlay District are silent on a requirement that applies in the underlying district, the requirements of the underlying district shall apply.

By filing an application for a Special Permit, site plan review or building permit under this Section 3.15, an applicant shall be deemed to accept and agree to the provisions and requirements of this Section 3.15. If an applicant elects to proceed pursuant to zoning provisions of the underlying district, the provisions and requirements of this bylaw applicable in the underlying district shall control and the provision of the Avery Square Overlay District shall not apply.

3.15.3 Use Regulations

3.15.3.1 Permitted Uses

The following uses are permitted in the Avery Square Overlay District as a matter of right:

- (a) Uses exempt from local zoning control under M.G.L. c.40A, s. 3.
- (b) Public, semi-public and institutional uses permitted as of right in the underlying district.

- (c) Business uses permitted as of right in the underlying district.
- (d) Accessory uses permitted as of right in the underlying district.

3.15.3.2 Special Permit Uses

The following uses are allowed in the Avery Square Overlay District by Special Permit issued by the Planning Board:

- (a) All uses allowed by special permit in the Avery Square Business District as set forth in Section 3.2.2 of this Bylaw, except those uses permitted as a matter of right as set forth in Section 3.15.3.1, above.
- (b) Assisted Living and/or Alzheimer's/Memory Loss Facilities
- (c) Independent Living Apartments.
- (d) Buildings with multiple uses containing, as a primary use, such uses as are allowed by special permit or by right in the Avery Square Overlay District or the Avery Square Business District, as well as accessory uses subordinate to and customarily incidental to the primary uses.

3.15.4 Dimensional Regulations

3.15.4.1 Building Height and Related Requirements

The maximum building height (including mechanical structures such as HVAC equipment) in the Avery Square Overlay District shall be 44 feet. This height limitation shall not apply to elevator shaft overruns, which shall not exceed a maximum height of 49 feet.

A building or structure which is located on property in the Avery Square Overlay District may include, but not exceed, four (4) stories, all of which may be occupied, except in the following circumstances:

- (a) With respect to the existing building, if a different use is proposed for the building that does not include Independent Living Apartments and/or Assisted Living and/or Alzheimer's/Memory Loss Facilities as the primary use(s), then the proposed use shall be governed by the use regulations of Section 3.15.3, above, but the fourth story cannot be occupied without a special permit.
- (b) If the Special Permit described in subparagraph (a), above is not granted, the fourth story shall remain unoccupied for any use without a Special Permit, but the fourth story, and any associated mechanical equipment, does not need to be demolished.
- (c) In the event the existing building is demolished, if the primary use(s) of the successor building is not one or both of the uses described in Sections 3.15.3.2 (b) or 3.15.3.2 (c), then the successor building shall not be permitted to have a fourth story.

The ability to use and occupy the fourth story, when permitted by a Special Permit granted pursuant to Sections 3.15.3.2 (b) and/or 3.15.3.2 (c), shall continue notwithstanding (i) a shift in the number of units from the use described in Section 3.15.3.2 (b) to the use described in Section 3.15.3.2 (c),

or vice-versa; or (ii) the elimination of one of the uses described in Sections 3.15.3.2 (b) or 3.15.3.2 (c), provided such shift or elimination is allowed by such Special Permit or amendment thereto.

For the fourth story, minimum setback requirements, measured from the façade(s) of the building on which such fourth story is located, shall be as follows: from the eastern façade of the building (facing Highland Ave), fifteen (15) feet; from the northern façade of the building (closest to and facing West Street), one hundred and ten (110) feet; from the western façade of the building, zero (0) feet; from the southern façade of the building, thirty-five (35) feet. No fourth story setback from the north-facing building façade is required with respect to any portion of any building that is set back from West Street at least two hundred (200) feet.

The total floor area of any fourth floor addition to the building may not exceed thirty-five percent (35%) of the total roof area of the building. Mechanical equipment, including but not limited to HVAC equipment, whether or not enclosed, shall not be included in the calculation of maximum allowable floor area hereunder.

Buildings developed under the regulations of the Avery Square Overlay District shall not be subject to any other height limitations nor any other limitations contained in Section 4.4.3.

3.15.4.2 Building Bulk and Other Requirements

The maximum floor area ratio in the Avery Square Overlay District shall be 1.1. Property contiguous with and in common ownership with property in the Avery Square Overlay District shall be included in the lot for purposes of calculating floor area ratio. The enclosed area of a building devoted to off-street parking shall not be counted as floor area for purposes of determining the maximum floor area ratio. Buildings developed under the regulations of the Avery Square Overlay District shall not be subject to any other limitations on floor area ratio, lot coverage, or building bulk contained in Sections 4.4.2, 4.4.7 and 4.4.9.

3.15.5 Off-Street Parking

Except as provided below, the off-street parking regulations in Section 5.1 and the regulations for enclosed parking in Section 4.4.6 shall apply in the Avery Square Overlay District.

- (a) The minimum number of off-street parking spaces in Section 5.1.2 shall apply except as follows:
 - (1) For Independent Living Apartments, there shall be one space per Apartment.
 - (2) For Assisted Living units and Alzheimer's/Memory Loss units, the parking requirement shall be one space for every two beds, plus one space for each two employees on the largest shift.
- (b) Notwithstanding anything to the contrary elsewhere in this Bylaw, including but not limited to Section 4.4.8.4, in the event that land located in the Single Residence B Zoning District
 - (1) is adjacent to the Avery Square Overlay District;
 - (2) is in common ownership with adjacent land located in the Avery Square Overlay District; and

- (3) prior to approval of this Section 3.15, was improved as a parking area associated with a building located in the Avery Square Overlay District;

then, provided that said land extends into the Single Residence B Zoning District not more than one hundred (100') feet from the boundary line between the Single Residence B Zoning District and the Avery Square Business District, said land may, as a matter of right, be used as a parking area accessory to uses permitted in the Avery Square Overlay District by right or by special permit.

3.15.6 Affordable Housing

Any building with ten or more Independent Living Apartments shall include affordable housing units as defined in Section 1.3 of this By-Law, as may be modified in this Section 3.15.6. The following requirements shall apply to a development that includes ten or more Independent Living Apartments:

- (a) For a development with ten or more Independent Living Apartments, twelve and one-half percent (12.5%) of the Independent Living Apartments shall be affordable units. In the instance of a fraction, the fraction shall be rounded up to the nearest whole number. There shall be no affordable housing requirement for nursing homes, convalescent homes, Assisted Living and Alzheimer's/Memory Loss Facilities, or residential care institutions or facilities.
 - (b) If the Applicant provides at least one-half of the affordable Independent Living Apartments required herein for households with incomes at or below 50% of area median income, the remaining affordable Independent Living Apartments may be rented to households with incomes up to 100% of area median income even if the latter units are therefore not eligible for the Subsidized Housing Inventory, regardless of any requirements to the contrary set forth in Section 1.3.
 - (c) Affordable units shall be dispersed within the building and not concentrated in one area or on one floor. They shall generally be comparable in size, energy efficiency, quality, convenience, and unit-specific real estate-related amenities to the development's market-rate units. Services and other amenities that may be purchased by residents on a voluntary basis are not to be considered unit-specific real estate-related amenities and are excluded from such comparability requirements.
 - (d) The selection of eligible homebuyers or renters for the affordable units shall be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the development.
 - (e) The affordable units shall be subject to an affordable housing restriction as defined in Section 1.3 of this By-Law with limitations on use, occupancy, resale prices or rents, as applicable, and which provides for periodic monitoring for compliance with the requirements of said restriction."
- (d) Amend Section 4.4.4 Front Setback, by adding the following paragraph after the fourth paragraph of that section:

"In the Avery Square Overlay District, the front setback, if any, shall be kept open and landscaped with grass, plants, and other non-paving materials such as mulch, and shall be unpaved except for patios, walks, and driveways as defined in section 4.4.5. Walls (including walls serving in part as

retaining walls) no higher than 36 inches above the grade of the patios, as well as fencing and privacy screening, along the front and side edges of the patios, shall be allowed in the Avery Square Overlay District.”

- (e) Amend Section 4.4.6 Enclosed Parking, by adding the phrase “for each square foot” before the words “of parking space (excluding driveways and aisles)” on the fourth line of the first paragraph of that section so that it reads as follows:

“Whenever off-street parking is provided underground and/or within a building itself, the maximum area coverage of the building may be increased up to the limits of the required setback as provided herein. The lot coverage of the building may be increased up to 2 ½ % points above the maximum allowed percentage, by one square foot for each square foot of parking space (excluding driveways and aisles) that is underground and/or within the building itself.”

Parking which is under a building or partially underground shall, except for driveways, be separated from the street line by building space occupied by the principal use, not by parking.

In the Center Business District, enclosed parking shall be entirely below the grade of adjoining streets measured at their respective center lines. Access to enclosed parking shall be from the rear of the building. If provided, enclosed parking shall not be visible from the street. The placement of parking underground shall not raise the first non-parking floor of a structure above grade. Municipal parking facilities in the Center Business District shall be exempt from this provision.”

- (f) Amend Section 7.6.1 Special Permit Granting Authority, by adding the number “3.15” after the number “3.14” on the second line of that Section so that it reads as follows:

“The Planning Board shall act as a Special Permit Granting Authority only where so designated in Sections 3.4, 3.8, 3.9, 3.10, 3.14, 3.15, 4.2.10, 4.2.11, 4.2.12, 4.4.5, 4.4.9, 4.4.10, 5.1.1.6, 6.6, 6.8, and 7.4 of this Bylaw. In all other cases the Board of Appeals shall act as the Special Permit Granting Authority. Procedures and decision criteria for the Planning Board shall be the same as specified in Section 7.5.2 and Section 7.5.3 (second and fourth paragraphs) for special permits acted on by the Board of Appeals, except where alternative or supplemental criteria are specified, such as at Sections 3.4 and 6.6.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Explanation: Articles 6 and 7 are proposed Zoning By-Law amendments that are intended to facilitate the redevelopment of the currently vacant Carter Mill Building at the corner of Highland Avenue and West Street. The Carter factory and mill was established at that site beginning around 1865, and, for the next 125 years until approximately 1990, the factory and mill operated at that location. The building has become a well-known landmark in Needham.

In 1993, the building was approved for the Avery Crossing Assisted Living Facility and Avery Manor Nursing Home. In 1995, a small portion of the building was also approved for medical office use. In 2017, Avery Crossing and Avery Manor were closed, as well as the medical offices, and the building has remained vacant since that time. The proposed By-Law amendments will allow the empty Carter Mill building to be renovated to create a senior housing community (155 units are proposed), including age restricted

Independent Living apartments (72 units proposed), Assisted Living apartments (55 units proposed), and Memory Care units (28 units proposed).

Article 6 proposes to create the Avery Square Overlay District ("ASOD") and lays out the regulatory framework for the new overlay district, while Article 7 describes its geographic boundaries. The boundaries of the ASOD match the boundaries of property on which the former Carter Mill building sits, except at the southern end of the property, where the overlay district boundary matches the boundary of the Avery Square Business District. The overlay district's key provisions are summarized below.

Geographic Designation of the District

The ASOD is bounded on the north by West Street; on the east by Highland Avenue; on the south by the existing zoning boundary line between the Avery Square Business District and the adjacent SRB district, which runs through the existing parking area south of the existing building; and on the west by the MBTA commuter railroad right-of-way.

Purpose of the District

The purposes of the ASOD are to promote the health, safety, and general welfare of the community by creating opportunities for housing primarily serving individuals 55 years old or older, who wish to live in independent apartments and/or who may need to live in Assisted Living and/or Alzheimer's/Memory Loss facilities, within walking distance of goods and services, public transportation, and the civic life of the Town; to promote a vibrant, walkable area within the ASOD, and to encourage and allow redevelopment of the existing property within the ASOD in a manner that will further these purposes. Toward these ends, development in the proposed Avery Square Overlay District would be permitted to exceed certain density and dimensional requirements that normally apply in the underlying Avery Square Business District, provided that such development complies with all other requirements of the proposed Warrant Article.

Definitions

The proposed Warrant Article would amend the definition of "Independent Living Apartments" in Section 1.3 of the Bylaw so that within the ASOD, Independent Living Apartments may be located in the same building that also houses Assisted Living and/or Alzheimer's/Memory Loss Facilities, but need not be part of a Continuing Care Retirement Community.

Permitted Uses

The proposed ASOD Warrant Article lists the uses that are allowed as-of-right or by special permit. The use schedule largely mirrors that of the underlying Avery Square Business District with the following additional uses allowed by special permit: Assisted Living and/or Alzheimer's/Memory Loss Facilities; Independent Living Apartments; and Mixed-use buildings containing, as primary uses, such uses as are allowed by special permit or by right in the Avery Square Overlay District or the Avery Square Business District, as well as accessory uses subordinate to and customarily incidental to the primary uses.

The proposed ASOD warrant Article specifies that the Planning Board will be the Special Permit Granting Authority for all such special permits.

Allowable Building Height, Number of Stories, and Occupancy

The proposed maximum allowable building height (including mechanical structures such as HVAC equipment) in the ASOD is 44 feet. This height limitation does not apply to elevator shaft overruns, which cannot exceed a maximum height of 49 feet. The building may include, but not exceed, four (4) stories, all of which may be occupied. At present, the building includes three stories, all of which were occupied while the Avery Crossing Assisted Living Facility and Avery Manor Nursing Home were in operation.

Restrictions on the 4th Story

Under the proposed ASOD Warrant Article, the total floor area of any fourth-floor addition to the existing building may not exceed thirty-five percent (35%) of the total roof area of the existing building. Mechanical equipment, including but not limited to HVAC equipment, whether or not enclosed, is not included in the calculation of maximum allowable floor area.

For the fourth story, minimum setback requirements, measured from the façade(s) of the building, are proposed as follows: from the eastern facade of the building (facing Highland Ave), fifteen (15) feet; from the northern façade of the building (closest to and facing West Street), one hundred and ten (110) feet; from the western facade of the building, zero (0) feet; from the southern facade of the building, thirty-five (35) feet. No fourth story setback from the north-facing building façade would be required with respect to any portion of any building that is set back from West Street at least two hundred (200) feet.

The minimum setbacks and limit on the percentage of the existing footprint of the building that can be used for a fourth story will reduce the visual impact of the fourth story.

If the primary use of the existing building ceases to be Independent Living Apartments and/or Assisting Living and or Alzheimer's/Memory Care Facilities, then the 4th story cannot continue to be occupied unless a special permit is granted allowing such continued occupancy, but the 4th story need not be demolished, and if the existing building is demolished and the primary use(s) are not Independent Living Apartments and/or Assisting Living and or Alzheimer's/Memory Care Facilities then the new building cannot have a 4th story.

Building Bulk and Other Requirements

The proposed maximum floor area ratio ("FAR") in the ASOD is 1.1. The property at the southern end of the parcel, in the adjacent SRB district, that is contiguous with and in common ownership with property in the Avery Square Overlay District, will be included in the lot for purposes of calculating FAR. In the proposed overlay district, the FAR calculation excludes garage parking within the building.

Off-Street Parking

The minimum number of off-street parking spaces specified in Section 5.1.2 of the By-Law will apply except that for Independent Living Apartments, there will be one parking space per apartment; and for Assisted Living units and Alzheimer's/Memory Loss units, the requirement will be one parking space for every two beds, plus one parking space for every two employees on the largest shift.

At present, there is a portion of the southern parking area that extends into the SRB district adjacent to the boundary of the ASOD (and underlying ASB District). Parking in this area will be continued and will be allowed as-of-right, provided that the parking area does not extend any further into the SRB district than is presently the case.

Affordable Housing

In the proposed ASOD Warrant Article, twelve and one-half percent (12.5%) of the Independent Living Apartments must be affordable units. Fractions are rounded up to the nearest whole number. There is no affordable housing requirement for Assisted Living and Alzheimer's/Memory Loss Facilities. Affordable units will be dispersed within the building and not concentrated in one area or on one floor. They will generally be comparable in size, energy efficiency, quality, convenience, and unit-specific real estate-related amenities to the building's market-rate units. The selection of eligible homebuyers or renters for the affordable units will be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the building. The affordable units will also be subject to an affordable housing restriction as defined in Section 1.3 of the Town By-Laws.

Other Proposed Changes to the By-Law

In order to facilitate the proposed renovation of the building, the proposed Warrant Article would amend the definition of "Front Setback" elsewhere in the By-Law to allow ground-level patios (of less than 100 square feet each), and walls no higher than 36 inches around those patios, serving some of the ground-floor units that will face Highland Avenue.

The proposed Warrant Article also would make a small change to the By-Law Section 4.4.6, Enclosed Parking, to correct a wording error, but not change its meaning and effect.

**ARTICLE 7: AMEND ZONING BY-LAW – MAP CHANGE TO AVERY SQUARE
OVERLAY DISTRICT**

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

- (a) Place in the Avery Square Overlay District all that land described as follows, and superimposing that District over the existing Avery Square Business District:

Beginning at the point of intersection of the westerly sideline of Highland Avenue and the northerly sideline of what was formerly known as Hildreth Place (said former Hildreth Place as shown on Needham Town Assessors Map 63); thence running northerly by the westerly sideline of Highland Avenue to the point of curvature of a curve having a radius of 20 feet and an arc length of 29.27 feet; said curve being a property rounding of the intersection of the westerly sideline of Highland Avenue and the southerly sideline of West Street; thence running northerly, northwesterly, and westerly by said curve to the point of tangency of said curve located on the southerly sideline of West Street; thence running westerly by the southerly sideline of West Street to the point of intersection of the southerly sideline of West Street and the easterly right of way line of MBTA property; thence running southerly by said easterly right of way line of MBTA property to the intersection of the easterly right of way line of MBTA property and the northerly sideline of what was formerly known as Hildreth Place; thence running easterly by the northern boundary of what was formerly known as Hildreth Place, to the point of beginning.

The land is also shown on Needham Town Assessors Map 63, Parcel 37, but excluding any land to the south of the northerly sideline of what was formerly known as Hildreth Place.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Explanation: *This article describes the geographical boundaries of the new Avery Square Overlay District, which is bounded on the north by West Street; on the east by Highland Avenue; on the south by the northern and western boundaries of the property located at 1049 Highland Avenue and the northern boundary of the property located at 95 Dana Place; and on the west by the MBTA commuter railroad right-of-way.*

CAPITAL ARTICLES

ARTICLE 8: APPROPRIATE FOR WALKER LANE SEWER

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$270,000 for the purpose of constructing an extension of the sewer main in Walker Lane, to be spent under the direction of the Town Manager, and to meet this appropriation that \$170,000 be raised from Sewer Enterprise Fund receipts, and that \$9,000 be transferred from Article 15 of the November 2011 Special Town Meeting, \$36,000 be transferred from Article 9 of the May 2013 Special Town Meeting, \$12,000 be transferred from Article 44 of the May 2015 Annual Town Meeting, and that \$43,000 be transferred from Article 45 of the May 2015 Annual Town Meeting; to provide that two-thirds of the whole cost of the improvement shall be borne by the Town and one-third of whole cost shall be borne by the properties benefitted thereby; to authorize the assessment of betterments on the properties benefitted by the improvement in accordance with the provisions of Massachusetts General Laws Chapters 80 and 83, using the fixed uniform rate method at a rate of up to \$60 per linear foot of frontage and \$0.95 per square foot of accessible area within 100 feet of the street; and to authorize the Select Board to acquire by purchase, gift, or eminent domain or otherwise, easements for utility purposes to permit the installation, maintenance and repair of municipal sewer line in Walker Lane; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This project involves the extension of an existing sewer main in Walker Lane to service up to five houses abutting Walker Pond. Septic systems servicing the homes, which are approximately 50 feet from the pond, are affecting the quality of the waterbody and causing excessive aquatic vegetative overgrowth. The impairment is limiting the recreational use of Walker Pond. The pond is owned jointly by the Town and the abutters. The article would fund the effort to improve the water quality by reducing the amount of nutrient laden groundwater entering the pond. The cost of the project will be borne by the town (2/3) and the abutters (1/3) in accordance with the Town Charter.

ARTICLE 9: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

<u>Project</u>	<u>Town Meeting</u>	<u>Article</u>	<u>Authorized</u>	<u>Rescind</u>
Hillside School Construction (Sunita L. Williams Elementary School)	2016 October STM	2	\$57,542,500	\$9,000,000
Total				\$9,000,000

or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids. The rescission for the Sunita Williams School does not represent the total open balance. At the time of the printing of this warrant, the final audit by the Massachusetts School Building Authority was not yet complete. There may be an additional portion of the borrowing authorization that will be needed to cover expenses which are determined by the State to be the Town's obligation.

COMMUNITY PRESERVATION ARTICLES

ARTICLE 10: APPROPRIATE FOR EMERGENCY RENTAL ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$120,000 for an emergency rental assistance program, to be spent under the direction of the Town Manager, and to meet this appropriation that said \$100,000 be transferred from the Community Housing Reserve and that \$20,000 be raised from Community Preservation Fund receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: The Needham Affordable Housing Trust is proposing to establish a short-term emergency rental assistance program for qualifying Needham renter households who have suffered a reduction in income due to the pandemic. Participation guidelines would restrict eligibility to households with incomes at or below 80% of area median income (AMI), with a preference given for those at or below 50% AMI. Applicants must provide documentation of income reductions due to Covid-19. The program will cover 50% of a household's monthly rent with a maximum monthly assistance of \$1,500 for three months of payments. The Program would be administered by a non-profit housing organization responsible for accepting applications, determining eligibility, selecting beneficiaries, entering into agreements with participants and landlords, disbursing checks to landlords, and providing regular reporting on progress.

ARTICLE 11: APPROPRIATE FOR FIRST BAPTIST CHURCH PRESERVATION & RESTORATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$90,200 for the First Baptist Church Preservation and Restoration, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: The First Baptist Church is requesting funding for the historic preservation of the street facing front porch and columns. The First Baptist Church, located at 858 Great Plain Avenue, is on the Town's historic register and has historic significance to the Town of Needham. The front porch of First Baptist Church in Needham is a prominent and identifying feature of the Great Plain Avenue streetscape. The First Baptist Church was originally located on the corner of Highland Avenue and Great Plain Avenue and was moved to the current location in 1928. The requested funds will help restore the historic capstone, steps, and landing of the front porch, the porch columns, architectural detailing around the roof line and of the porch façade, as well as a cornice piece on the east wing of the church.

ARTICLE 12: APPROPRIATE FOR FIRST PARISH CHURCH STEEPLE PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for First Parish Church Steeple Preservation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: The First Parish Church is requesting funding for the historic preservation of the steeple. The First Parish Church, located at 23 Dedham Avenue, is on the Town's historic register and has historic significance to the Town of Needham. The steeple houses a Paul Revere Bell that still rings on special occasions. The First Parish Church hosted Needham's original Town Meeting and still hosts community events throughout the year. The requested funds would help preserve the steeple to ensure continued protection of this historic building.

ARTICLE 13: APPROPRIATE FOR NEEDHAM COMMUNITY FARM GROWING BED EXPANSION

To see if the Town will vote to raise and/or transfer and appropriate \$6,200 for Needham Community Farm Growing Bed Expansion, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: The Needham Community Farm is requesting funding to expand the growing area of the Community Farm to enhance its current growing beds. The Needham Community Farm offers community gardening classes, public volunteer opportunities, and community activities, and supplies fresh produce to the Needham Food Pantry and Needham Housing Authority sites. The requested funding would result in an increase of approximately 20% in growing area.

ARTICLE 14: CLAXTON FIELD LIGHTS & SKIN DIAMOND RENOVATION – DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$101,500 for Claxton Field Lights and skin diamond renovation design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: This article will fund the design of two key improvements to Claxton Field. The current fields were constructed on a closed landfill that is not properly graded due to site conditions, settling of materials, and age. The project will include design of the skin diamond, involving removal of the existing skins, evaluation of soil conditions, and amendments and grade improvements as necessary to prevent future puddling after heavy rains and to reduce field closures. The second element of this design project will include an evaluation of the lighting needs of the field, upgrading the field lighting system, and inclusion of more energy efficient lights.

ARTICLE 15: DEFAZIO TRACK SYNTHETIC TRACK RESURFACING

To see if the Town will vote to raise and/or transfer and appropriate \$160,000 for the resurfacing of the synthetic track at DeFazio Field Complex, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: This article will fund the replacement of the surfacing of the track at the DeFazio Field Complex. The track is subject to delamination (separation into layers) due to its age. The resurfacing project is intended to extend the life of this track by approximately 10 additional years, thereby delaying a full replacement.

ARTICLE 16: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2021 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	\$82,000
--	----------

Reserves:

B. Community Preservation Fund Annual Reserve	\$ 817,977
C. Community Housing Reserve	\$364,788

D. Historic Resources Reserve

\$0

E. Open Space Reserve

\$364,788

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CITIZENS PETITIONS AND GENERAL ARTICLES

ARTICLE 17: RESOLUTION TO REQUEST A STUDY OF SYSTEMIC RACISM IN NEEDHAM

To see if the Town will adopt the following resolution, or take any other action relative thereto.

RESOLUTION TO REQUEST A STUDY OF THE EFFECTS OF SYSTEMIC RACISM IN NEEDHAM, PARTICULARLY IN REGARD TO THE CORE ISSUES OF RACIAL PROFILING, PUBLIC SAFETY, AND HOUSING, WITH AN UPDATE ON PROGRESS MADE TOWARD COMPLETION OF THE STUDY TO BE PROVIDED PRIOR TO THE 2021 ANNUAL TOWN MEETING INCLUDING, IF WARRANTED, RECOMMENDATIONS OF ACTIONS TO BE TAKEN BY THE TOWN OF NEEDHAM TO ADDRESS THESE CONCERNS, INCLUDING BUT NOT LIMITED TO, THE POSSIBLE APPROPRIATION OF FUNDS AT A FUTURE TOWN MEETING AND ADDITIONAL RESULTS AND RECOMMENDATIONS TO BE COMPILED AND PROVIDED IN A TIMELY FASHION TO FUTURE TOWN MEETINGS.

WHEREAS, since the murder of George Floyd there have been demonstrations and other public activity in the Town of Needham in support of police reform and in support of the victims of police violence, leading to the initiation of the town's Unite Against Racism Initiative;

WHEREAS, Town Meeting believes incidents of racism have occurred and continue to occur in Needham;

WHEREAS, the Town of Needham should thoughtfully consider the testimony of those who have been affected by racism;

WHEREAS, Town Meeting wishes to study actions that may be taken to improve the life experience of Black, Indigenous, and all People of Color (BIPOC) in Needham;

WHEREAS, Town Meeting understands law enforcement has historically been directly or indirectly tied to the perpetuation of discrimination and systemic racism;

WHEREAS, reimagining public safety has become a focus for our surrounding communities;

WHEREAS, the oversight of Needham Police, including but not limited to policies and practices concerning the use of force, hiring, firing and arbitration and discipline, as well as activity tracking, performance measurement, and ease of accessing information may require revision and clarification;

WHEREAS, alternative and more effective and appropriate approaches to the current police use of force policy are available;

WHEREAS, qualified immunity provides public safety officers nationally with such broad protections that they are rarely punished for unconscionable and apparently illegal actions;

WHEREAS, the Equal Justice Placard Program has been adopted by businesses throughout Needham and is affixed in the Town Hall;

WHEREAS, Needham housing and zoning policies have historically been directly or indirectly tied to perpetuation of discrimination and systemic racism;

BE IT RESOLVED THAT town officials and staff, perhaps through a new Citizens Committee, a newly-empowered Human Rights Committee, or a new working group, to be determined in whole or in part by the Select Board of the Town of Needham, Massachusetts, conduct a review of the effects of systemic racism in Needham and, if warranted, present to the 2021 Annual Town Meeting and subsequent Annual and Special Town Meetings specific warrant articles aimed at improvement. The review shall include evaluation of:

- Racism experienced by people in Needham;
- Discussions with the Town Committee Chairs to understand the role of racism within their areas of responsibility;
- Police oversight and accountability, including but not limited to qualified immunity, use of force policies, training (de-escalation, crisis intervention, legal education, diversity/inclusion), hiring and firing, arbitration and discipline, activity tracking, performance measurement, and ease of publicly accessing information;
- Evaluation of alternative police policies such as those offered by Campaign Zero;
- Racial profiling in public spaces;
- Expansion of the Equal Justice Placard Program through all Needham Town buildings; and
- Housing and zoning policies.

INSERTED BY: Select Board at the Request of Noah Mertz, et al

FINANCE COMMITTEE RECOMMENDS THAT: It is anticipated that the Finance Committee's recommendation will be posted on the Town's website prior to the start of Town Meeting.

Article Information: This article is inserted by the Select Board at the request of the petitioners who submitted revised text after the submission of their original petition. This non-binding resolution would request that the Select Board conduct a review of the effects of systemic racism in Needham and provides

certain findings and direction regarding that review. Racial equity is a priority for the Town, brought even more into focus by events this year. Town agencies, volunteer boards, and departments are active in this work, and the Select Board has established a Needham Unite Against Racism Initiative (NUARI). The NUARI effort includes a working group to help articulate a vision for racial equity in Needham, evaluate information and suggestions received in this process, develop guiding principles that will inform future action, and make recommendations to the Select Board.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 8th day of September 2020.

Maurice P. Handel, Chair
Matthew D. Borrelli, Vice Chair
Marianne B. Cooley, Clerk
Daniel P. Matthews, Member
John A. Bulian, Member

Select Board of Needham

A TRUE COPY

Attest:

Constable:

**WARRANT FOR THE
STATE ELECTION**
The Commonwealth of Massachusetts
TUESDAY, NOVEMBER 3, 2020

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the State Election to vote at their respective voting places in said Town, namely:

PRECINCT A – Center at the Heights - 300 Hillside
PRECINCT B – Center at the Heights - 300 Hillside
PRECINCT C – Newman School, 1155 Central Ave. Gym
PRECINCT D – Newman School, 1155 Central Ave. Gym
PRECINCT E – Needham Golf Club – 49 Green St.

PRECINCT F – Rosemary Recreation Complex
PRECINCT G – Rosemary Recreation Complex
PRECINCT H – Needham Golf Club, 49 Green St.
PRECINCT I – Town Hall - Powers Hall
PRECINCT J – Town Hall - Powers Hall

**ON TUESDAY, THE THIRD DAY
OF NOVEMBER, 2020**

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Election for the candidates for the following offices and questions:

ELECTORS OF PRESIDENT AND VICE PRESIDENT	For These United States
SENATOR IN CONGRESS	For This Commonwealth
REPRESENTATIVE IN CONGRESS	For Fourth (4 th) Congressional District
COUNCILLOR	For Second (2 nd) Councillor District
SENATOR IN GENERAL COURT (Precincts A,B,C,I,J) . . .	For Norfolk, Bristol, and Middlesex Senatorial District
SENATOR IN GENERAL COURT. (Precincts D,E,F,G,H)	For Norfolk and Suffolk Senatorial District
REPRESENTATIVE IN GENERAL COURT.....	For Thirteenth (13 th) Norfolk Representative District
REGISTER OF PROBATE	For Norfolk County
COUNTY COMMISSIONER	For Norfolk County
COUNTY TREASURER	For Norfolk County
SHERIFF (To Fill Vacancy)	For Norfolk County

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

SUMMARY

This proposed law would require that motor vehicle owners and independent repair facilities be provided with expanded access to mechanical data related to vehicle maintenance and repair.

Starting with model year 2022, the proposed law would require manufacturers of motor vehicles sold in Massachusetts to equip any such vehicles that use telematics systems – systems that collect and wirelessly transmit mechanical data to a remote server – with a standardized open access data platform. Owners of motor vehicles with telematics systems would get access to mechanical data through a mobile device application. With vehicle owner authorization, independent repair facilities (those not affiliated with a manufacturer) and independent dealerships would be able to retrieve mechanical data from, and send commands to, the vehicle for repair, maintenance, and diagnostic testing.

Under the proposed law, manufacturers would not be allowed to require authorization before owners or repair facilities could access mechanical data stored in a motor vehicle's on-board diagnostic system, except through an authorization process standardized across all makes and models and administered by an entity unaffiliated with the manufacturer.

The proposed law would require the Attorney General to prepare a notice for prospective motor vehicle owners and lessees explaining telematics systems and the proposed law's requirements concerning access to the vehicle's mechanical data. Under the proposed law, dealers would

have to provide prospective owners with, and prospective owners would have to acknowledge receipt of, the notice before buying or leasing a vehicle. Failure to comply with these notice requirements would subject motor vehicle dealers to sanctions by the applicable licensing authority.

Motor vehicle owners and independent repair facilities could enforce this law through state consumer protection laws and recover civil penalties of the greater of treble damages or \$10,000 per violation.

A YES VOTE would provide motor vehicle owners and independent repair facilities with expanded access to wirelessly transmitted mechanical data related to their vehicles' maintenance and repair.

A NO VOTE would make no change in the law governing access to vehicles' wirelessly transmitted mechanical data.

YES
NO

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

SUMMARY

This proposed law would implement a voting system known as "ranked-choice voting" in which voters rank one or more candidates by order of preference. Ranked-choice voting would be used in primary and general elections for all Massachusetts statewide offices, state legislative offices, federal congressional offices, and certain other offices beginning in 2022. Ranked-choice voting would not be used in elections for president, court commissioner, or regional district school committee member.

Under the proposed law, votes would be counted in a series of rounds. In the first round, if one candidate received more than 50 percent of the first-place votes, that candidate would be declared the winner and no other rounds would be necessary. If no candidate received more than 50 percent of the first-place votes, then the candidate or candidates who received the fewest first-place votes would be eliminated and, in the next round, each vote for an eliminated candidate would instead be counted toward the next highest-ranked candidate on that voter's ballot. Depending on the number of candidates, additional rounds of counting could occur, with the last-place candidate or candidates in each round being eliminated and the votes for an eliminated candidate going to the voter's next choice out of the remaining candidates. A tie for the last place in any round would be broken by comparing the tied candidates' support in earlier rounds. Ultimately, the candidate who was, out of the remaining candidates, the preference of a majority of voters would be declared the winner.

Ranked-choice voting would be used only in races where a single candidate is to be declared the winner and not in races where more than one person is to be elected.

Under the proposed law, if no candidate received more than 50 percent of first-place votes in the first round, the rounds of ballot-counting necessary for ranked-choice voting would be conducted at a central tabulation facility. At the facility, voters' rankings would be entered into a computer, which would then be used to calculate the results of each round of the counting process. The proposed law provides that candidates in statewide or district election would have at least three days to request a recount.

The Secretary of State would be required to issue regulations to implement the proposed law and conduct a voter education campaign about the ranked-choice voting process. The proposed law would take effect on January 1, 2022.

A YES VOTE would create a system of ranked-choice voting in which voters would have the option to rank candidates in order of preference and votes would be counted in rounds, eliminating candidate with the lowest votes until one candidate has received a majority.

A NO VOTE would make no change in the laws governing voting and how votes are counted.

YES
NO

The Polls Will Be Open From 7:00 A.M. to 8:00 P.M.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.
Given under our hands this 13th day of October, A.D. 2020.

A true copy,
ATTEST

2020

Constable (month) (day)

Maurice P. Handel, Cha

Matthew D. Borrelli, Vice Cha

Marianne B. Cooley, Cler

Daniel P. Matthew

John A. Bulia
Select Board of Needham

late for work
private of Select Board
10-13-20

(Warrant must be posted by **October 28, 2020**, (at least seven days prior to the **November 3, 2020**, State Election).

**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 13, 2021
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

PRECINCT A: Center at the Heights, 300 Hillside Ave.
PRECINCT B: Center at the Heights, 300 Hillside Ave.
PRECINCT C: Newman School, 1155 Central Ave. Gym
PRECINCT D: Newman School, 1155 Central Ave. Gym
PRECINCT E: Needham Golf Club, 49 Green Street.

PRECINCT F: Rosemary Recreation Complex, 178 Rosemary St.
PRECINCT G: Rosemary Recreation Complex, 178 Rosemary St.
PRECINCT H: Needham Golf Club, 49 Green Street
PRECINCT I: Town Hall, 1471 Highland Ave., Powers Hall
PRECINCT J: Town Hall, 1471 Highland Ave., Powers Hall

on TUESDAY, THE THIRTEENTH DAY OF APRIL 2021

from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Members of the Select Board for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Non-Veteran) for Three Years
Two Trustees of Needham Public Library for Three Years;
Two Members of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Needham Housing Authority for Five Years;
Two Members of Park and Recreation Commission for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
One Town Meeting Member from Precinct E for One Year;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years;

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make do return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 23rd day of March 2021.

_____	Maurice P. Handel, Chair
_____	Matthew D. Borrelli, Vice Chair
_____	Marianne B. Cooley, Clerk
_____	Daniel P. Matthews, Member
_____	John A. Bulian, Member

Select Board of Needham

A true copy,
ATTEST _____ 2021
Constable (month) (day)

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

SATURDAY, MAY 1, 2021

RAIN OR CONTINUATION DATES: SUNDAY May 2, 2021,

SATURDAY MAY 8, 2021, & SUNDAY MAY 9, 2021

1:00 P.M.

MEMORIAL PARK

92 ROSEMARY STREET

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

2021 Special Town Meeting Warrant Table of Contents

	PAGE
Finance Committee Fiscal Year 2022 Budget Recommendations	1
FY2022 Annual Town Meeting Warrant Article Index.....	13
Summary of Revenue FY2020 – FY2022 General Fund Only.....	15
Summary of Expenditures FY2020 – FY2022 General Fund Only	16
FY2022 General Fund Budget Recommendations – Submitted by Finance Committee	17
Reserve Fund Transfers	57
General Government Salary & Staffing Schedule	58
School Department Salary & Staffing Schedule.....	63
Debt Service – Schedule of Authorized & Issued	Appendix A
Open and Authorized Projects and Proposed Projects Financed by Debt	Appendix B

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March 15, 2021

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 110th Annual Report to Town Meeting along with its recommended operating budget for Fiscal Year 2022. As is customary, the Finance Committee's recommended budget for FY2022 fully funds the same level of services for next year, and adds some limited new staff or expanded services. What is not typical this year is that we remain in the midst of a global pandemic that has affected every aspect of our lives-- the way that we work, attend school, play sports, celebrate holidays, travel, gather with family, go to cultural events, or even socialize. During this difficult time, many people have gotten sick, lost loved ones, or become unemployed.

The pandemic has also affected the Town and the way that many services are provided. The Finance Committee's recommended budget provides funding for "normal" services as we expect things will be once the pandemic is essentially behind us. We anticipate that many activities will go back to normal, and some things will continue to be done differently and become the "new normal." The Finance Committee's FY2022 operating budget funds these anticipated ongoing costs and services. The May Special Town Meeting warrant will include a separate article to fund those expenses and services that are related to COVID-19 and that we expect will be needed only until there is enough immunity in the general population that more normal activities are resumed. At the time of this report, the U.S. has three safe and effective vaccines approved for adults and older children, but demand far outpaces supply and there is no vaccine yet approved for those under the age of 16. Consequently, we have to be prepared to fund continuing COVID-19 protocols in FY2022, especially in the schools, even though we remain hopeful that we will reach a new normal soon.

As one would expect, the Town's revenue has been affected by COVID-19 as well. Because Needham has always relied heavily on our own property taxes rather than outside sources, Needham is better positioned to weather a crisis like this than other communities that rely more on external support. Property taxes are expected to increase in FY2022, but state aid is projected to decrease overall, as are local receipts. These estimates are conservative, but we feel that this is a prudent approach, due to the uncertainties at both the state and federal levels. This letter contains an overview of the FY2022 operating budget followed by more detailed explanations. The Budgetary Overview section takes a high-level look at the amounts available for General Fund appropriation as well as the main drivers of the proposed increase in the operating budget. This section of the letter closes with an expression of the Committee's concerns looking forward. The second "Components" section of the letter looks at the changes in the individual segments of the Operating Budget.

I. Budgetary Overview

A. Amount Available for General Fund Appropriation

The FY2022 proposed budget and overall spending plan is based on a revenue projection of \$209.4M, which is \$9.8M or 4.9% greater than the adjusted estimate for FY2021. Despite initial conservative estimates, the FY2021 estimated total revenue was readjusted downward almost 2% since this time last year in order to better reflect the actual situation in the wake of the COVID-19 pandemic and the deep global recession that accompanied it. While the economy is expected to improve and strengthen as more vaccines are administered and businesses are re-opened to a greater extent, these projections are conservative to avoid unnecessary exposure. The revenue projection of \$209.4M includes \$207.1M of revenue in the General Fund, plus funds from other sources including CPA-funded debt service and reimbursements from the Enterprise Funds. General Fund revenue comes primarily from property taxes, plus monies from state aid, and local receipts. Additional funds available for appropriation come from Town reserves, free cash, and other sources such as unexpended appropriations. Property taxes are the

primary source of General Fund Revenue, making up over 82% of the expected General Fund revenue in FY2022. In total, FY2022's property tax revenue is increasing by \$7.8M or 4.8% over FY2021.

State aid, which accounts for 6.4% of the estimated General Fund revenue, is projected to decrease by 2.6% or more than \$352K in FY2022. This number assumes no increase in school aid and a significant decrease of 12.5% in unrestricted government aid. The state budget is still pending and subject to change as it makes its way through the process. The particular amount of state aid is always challenging to estimate, and this year it is more uncertain than usual. In the spring of 2020, the economy dipped sharply as businesses slowed or shut down to slow the spread of COVID-19. While economic indicators have since improved, there are still unknowns that could affect state revenue such as the amount of federal aid and stimulus funding and the success of public health measures going forward. The largest component of state aid is Chapter 70 school aid, over 87.2% of state aid to Needham. This component is based partially on school enrollment which increased significantly recently with the start of full-day kindergarten. Chapter 70 aid is projected to remain level from FY2021 to FY2022 in light of lower enrollment, salary increases, and uncertainty at the state level. The second largest component of state aid, accounting for over 12% of the Town's state aid total, is Unrestricted General Government Aid (UGGA), which is expected to decrease by almost \$232K or 12.5%. If these estimates are revised and more funds are found to be available, we will plan to reduce any reliance on reserves to meet FY2022 spending needs.

Local receipts are estimated to bring in a total of \$10.8M or approximately 5.2% of General Fund revenue in FY2022. Local receipts include motor vehicle excise taxes, hotel and meals taxes, charges for services such as ambulances, and license and permit fees. These local receipts are expected to decrease by almost \$511K or 4.5% compared to FY2021. Almost all of the various types of revenue that make up local receipts are projected to remain flat or to decrease in FY2022. Motor vehicle excise taxes make up 44% of local receipts, the largest category, and are projected to decrease 5% in FY2022. This estimate is quite conservative and prudent since overestimating revenue can bring unnecessary risk. The Town's "Charges for Services" category makes up 14% of local receipts, and is comprised of fees taken in for things such as ambulance services, parking permits, and DPW charges. This amount is projected to decrease by \$300K or over 16%. Some fees, such as for parking permits, are paid ahead so that the effects of the economic downturn will lag. The category "Other Excise," primarily meals and hotel taxes, was affected substantially and negatively by COVID-19-related travel restrictions and restaurant closures. These taxes previously made up over 10% of total local receipts, but are expected to account for only about 5.3% of FY2022 local receipts. Thus, while the FY2022 projection for "Other Excise" is expected to increase by 50%, to \$570K, that amount is over 60% lower than pre-pandemic levels of over \$1.5M. As the economy rebounds, we can expect that the amount of local receipts will increase, and will grow as a proportion of the Town's revenue.

This budget plan assumes that \$12.5M of Free Cash will be available this year, an increase of \$4.6M over last year. Free Cash consists of the funds that remain at the close of the prior year: revenue collections that exceed estimated revenue, and expenditures that are lower than appropriations. Needham typically has a significant level of Free Cash each year due to the Town's tendency to budget and spend conservatively. The amount of Free Cash left at the close of FY2020, to be certified in FY2021, is particularly strong because when the pandemic hit, the Town curbed hiring and spending as much as practicable. In addition, a number of activities such as professional training and related travel or community events were curtailed, cancelled, or conducted virtually, thus reducing expenses. Because the level of Free Cash is volatile, much of it should be used for one-time expenditures. Generally, only the portion of Free Cash which is dependable year over year can be deemed recurring and applied to the operating budget. For FY2022, \$3.5M of free cash is recommended to be allocated to the operating budget. This amount represents close to 2% of the FY2022 budget (less the Reserve Fund) and is consistent with the Town's policy on the use of Free Cash for operating expenses.

Funds other than General Fund revenue that are proposed to be appropriated by Town Meeting include \$1.0M of CPA funds to be applied to the FY2022 operating budget for CPA-related debt service, as well as \$1.25M of funds from the Enterprise Funds to reimburse the Town for costs and services such as information technology and insurance. Other funds subject to appropriation may include certain earmarked funds, offsets, and remaining funds from warrant articles from prior years that were not needed for the designated purposes.

B. Allocations for General Fund Appropriation for FY2022

Operating Budget	\$195.8M
Cash Capital (including individual articles)	\$6.8M
Financial warrant articles	\$2.6M
Reserve/stabilization funds	\$0.6M
<u>Other disbursements</u>	<u>\$3.5M</u>
Total	\$209.2M

Please note that the Finance Committee's recommended FY2022 operating budget was voted prior to the issuance of this report, but other appropriations proposed in the various separate warrant articles and their funding sources were still under consideration. Thus, final recommendations may vary. This caveat is especially important this year, as it is still too soon to understand the longer-term effects of COVID-19 on the Town's revenue and operations.

C. Operating Budget

The amount allocated to the FY2022 Operating Budget, \$195.8M, is increasing \$5.6M, or 2.9%, over the Operating Budget for FY2021. The primary drivers of this modest increase are:

Townwide Expenses	Up \$1.4M, or 2.3%
Education	Up \$3.0M, or 3.7%
Community Services	Up \$274K or 5.1%

The largest portion of the annual increase in Townwide Expenses is attributable to Retirement Assessments, and is increasing over \$903K or 9.5%. This increase is needed to meet the actuarial schedule, and necessary to make up for a decrease in the expected rate of return and to account for wage growth and changes in mortality data. Funding for education is always a substantial part of the budget, making up 64% of all departmental budgets and 43% of the total operating budget. The FY2022 education budget is increasing 3.7% from FY2021, a relatively modest amount, primarily due to annual contractual salary increases and additional special education staffing needs. Additional staff positions (8.0 full time equivalents (FTEs)) in the School budget, as well as those in other budgets (2.5 FTEs), require corresponding increases in employee benefits within Townwide Expenses. The Community Services Budget increase is driven by the need for additional summer staffing at the Rosemary Pool to accommodate increased utilization.

As a reminder, the amounts in the operating budget reflect "business as usual" as we understand it now, and do not reflect additional services and costs specifically attributable to COVID-19 mitigation and safety measures (such as vaccine clinics, certain personal protective equipment, additional surface

cleaning and air filtration in buildings, and the School Department's remote academy.) As noted above, those items have been segregated and compiled into a separate warrant article for Town Meeting's approval.

D. Finance Committee Perspective

Needham's practices of budgeting and spending conservatively and maintaining strong reserves has kept the Town in a solid position to handle a crisis such as we are currently experiencing with the COVID-19 pandemic. Although people are being vaccinated against COVID-19 as quickly as doses can be secured, there are still many uncertainties about when we will be resuming normal activities again. Thus, we feel that the Town needs to continue to plan for the "worst," and to be prepared to continue the sometimes costly measures deemed necessary to keep the town functioning and keeping people as safe as practicable. At the same time, we need to also prepare for a return to business as usual, when the schools can be full of teachers and students, and the Library, Center at the Heights, and Rosemary Recreation Complex can return back to in-person programming. We are looking forward to having Town offices being fully staffed and ready to interact regularly with the public in person, and having boards and committees holding their public meetings again in person in our town buildings.

This operating budget plans for the time when things are back to "normal." The FY2022 recommended budget has modest increases, mostly limited to contractual increases for staff salary or for expenses that increase each year. The department managers moderated their spending requests, and are finding ways to re-deploy funds or staff where they can, or are holding off on purchases or hires that can be delayed. Critical services have continued, and a number of COVID-19-related additional services have been added. The Town will seek reimbursement for all qualified COVID-19-related expenses through federal programs including the CARES Act and FEMA, but there must be an appropriation to cover the initial spending. Thus, the Finance Committee's recommended FY2022 budget covers the services that the Town expects and needs on a regular basis, but needs to be considered in conjunction with the complementary warrant article that will provide funding for costs attributable to COVID-19. This separate article is also critical since we fully expect the effects of COVID-19 to continue into FY2022.

The Town also needs to continue to address capital needs. Part of the reason that the FY2022 budget increase is lower than in many recent years is that the Town has passed the peak of the annual debt costs for several significant projects. The Town is planning to take on new capital projects to address buildings that are beyond their useful lives and becoming increasingly less cost effective to repair. The School Committee and School Department have commissioned an updated master plan for school facilities and are working with Town Administration to prepare for major renovation or reconstruction projects at the Pollard and Mitchell Schools. The Schools also plan to begin work on a design for the renovation and partial replacement of the Emery Grover building. Upgrading the DPW administration building is also on the horizon for the Town. The Town will need to plan carefully to manage the debt service for new projects combined with existing debt from prior capital projects, and also to anticipate the increased maintenance and other operating costs associated with the new facilities and the effect that will have on future operating budgets. Increased staffing needs are always a concern, since some of the Town's biggest costs are personnel-related, including salaries and wages as well as the significant cost of benefits such as health insurance and retiree benefits. The Finance Committee looks forward to robust discussions about financing and affordability, and how best to balance interests and prioritize needs.

II. Examination of Components of Proposed FY2022 General Fund Operating Budget

This section addresses the details of the Finance Committee's recommended General Fund operating budget for FY2022. The total recommended operating budget for FY2022 is \$195,800,817, an increase of \$5.6M, or 2.9%, over the current FY2021 operating budget.

Townwide Expenses

Townwide Expenses are costs that are incurred by the Town or that apply across many or all departments. Examples include liability insurance, energy costs, and employee benefits. The Townwide Expense portion of the FY2022 budget is increasing 2.3%. As noted above, the largest component is the increase in Retirement Assessments. Other notable increases include Casualty, Liability, Property and Self-Insurance, and Classification, Performance and Settlements.

Casualty, Liability, Property and Self-Insurance: This line item accounts for the insurance coverage that the Town obtains through the Massachusetts Interlocal Insurance Association (MIIA) for buildings, vehicles, property damage, auto liability, and general liability, as well as a small contingency for non-covered claims. This line item is up \$93K, or 14.0% in FY2022. Additional funding is needed to cover premiums increases as well as coverage for new facilities including the Fire Station headquarters, the Jack Cogswell Building, Fire Station #2, and the Police headquarters. The increase has been tempered by loss prevention and risk mitigation efforts that have created premium savings.

Debt Service: This budget line covers payments for outstanding debt obligations for excluded debt (as a result of Prop. 2 ½ overrides), Community Preservation Act debt, and debt funded within the levy. The FY2022 Debt Service line is declining by \$347K or 1.6% compared to FY2021, driven by decreases in both excluded debt and CPA debt costs. Costs for debt within the levy are increasing 3.0% while the costs for excluded debt are decreasing by 0.5%, and the costs for CPA-funded debt are decreasing 28.3%. Debt service costs fluctuate in accordance with the borrowing schedules for the Town's significant capital projects. This line does not include the costs of any debt that may be authorized at the Annual or Special Town Meetings in May 2021.

Group Insurance, Employee Benefits and Administrative Costs: This line is increasing by 2.1% or \$333K. This amount assumes an 8% increase in health insurance premiums, as well as provisions for additional subscribers and an increase in the number of eligible employees. The health insurance portion of the costs in this line is increasing only 1% due to the transition of all employees to benchmark plans with lower premiums or to qualified high-deductible plans combined with a health savings account. Costs for Medicare and Social Security Tax are level-funded in FY2022. Unemployment expenses in this line are increasing 4% over FY2021. The Town has experienced significant increases in unemployment costs as a result of the pandemic. If the rate of increase continues, additional unemployment costs may be included in the warrant article for COVID-19-related costs. The Workers' Compensation costs in this line are increasing due to increasing claims and declining reserves. The Town is self-funded for workers' compensation, and unused funds may roll over into the reserve. A Special Town Meeting warrant article, if approved, will appropriate funds to replenish the Workers' Compensation Reserve. Another article, if approved, will establish a Special Injury Leave Indemnity Fund to cover public safety employees.

Needham Electric Light and Gas Program: This program covers the costs relating to electricity and natural gas usage, the costs of maintenance and repair of streetlights, and the costs of producing solar electricity that is sold to the grid. This line is decreasing 1.1% or \$43K in FY2022, driven by a reduction in the costs of natural gas, and in the estimated electricity consumption for existing buildings. The budget includes the energy costs for the full year at the new Fire Station #2, and estimates for energy at the Public Safety Complex. Energy costs at the old Police and Fire stations have been removed. The cost of solar energy production is level-funded in the FY2022 budget. This will be offset by revenue coming into the General Fund from lease payments for property used for the solar arrays and by the sale of electricity generated by the arrays.

Retiree Insurance and Insurance Liability Fund: This line is going up 3.2% or \$228K in FY2022. The program, also known as “OPEB” (other post-employment benefits), provides funding for benefits other than pensions for eligible retirees, such as health insurance. The assumed rate of return for OPEB funds was reduced to 6.75% in the FY2021 budget, and is unchanged in the FY2022 budget. A further reduction may be considered in the future. The funding schedule for FY2022 is based on updated mortality tables and changes in assumptions such as the expected number of retirees and spouses and the costs of Medicare supplement plans, which have decreased due to the change in the Town’s health plan offerings. The most recent actuarial analysis was completed on June 30, 2019 and found that the OPEB funded ratio was 35.26% of its projected liability. This funding level compares favorably to our peer communities, though it represents a significant gap.

Retirement Assessments: This line, which funds pensions for retirees as well as unfunded pension liability, is increasing by 9.5%, or \$904K in the FY2022 budget. The Retirement Board reduced the assumed rate of return for pension assets to 7.25% two years ago and further to 6.5% for FY2022. The effects of the reduced rate are being spread over 5 years in order to modulate the impact. The decrease in the rate of return, along with wage growth and mortality data, have resulted in an increase in the Town’s unfunded liability and thus the need to increase the annual contributions in the funding schedule. The Town’s funding status was 65.6% as of January 1, 2020, with a goal of funding outstanding unfunded pension liability in full by June 2033.

Classification, Performance and Settlements: This line item is budgeted at \$858K for FY2022. These funds serve as a reserve for additional personnel-related costs during the fiscal year, including performance-based salary increases for managers or increases resulting from new collective bargaining agreements. The funds may be transferred to the budget lines for the various departments as needed during the fiscal year. As of the date of this report, the collective bargaining agreements for the Needham Independent Town Workers, Needham Independent Public Employees Association, Needham Police Union, Needham Police Superior Officers Association, and Needham Fire Union had not yet settled for FY2022. Therefore, the FY2022 budgets for the affected department budgets do not include funding for salary increases for positions covered by those unions.

Reserve Fund: The Reserve Fund line is a contingency reserve for extraordinary or unforeseen budget needs that arise during the fiscal year. Transfers from the Reserve Fund to other budget lines must be authorized by the Finance Committee. The initial budget request for this line is determined through a formula, but the amount is often adjusted during the budget process. In the past, the Reserve Fund has been used to fund expenses such as unanticipated legal costs or extraordinary costs associated with snow and ice removal. For FY2022, the recommended Reserve Fund appropriation is level-funded at \$2,077,091. The Finance Committee anticipates that this amount will be sufficient. To the extent that the Reserve Fund has a balance at the end of the fiscal year, the funds will flow to free cash for use in a future fiscal year.

A. Municipal Departments (excluding Education)

The Municipal Departments category includes 20 different budgets for operational departments, boards, and committees, as well as the municipal parking program. This report groups the Municipal Departments by functions. It is important to note that, as mentioned above, the recommended budget does not include cost-of-living salary or wage increases for positions covered by the unions which have not yet reached agreements with the Town, specifically: Needham Independent Town Workers, Needham Independent Public Employees Association, Needham Police Union, Needham Police Superior Officers, and Needham Fire Union. Step increases and longevity raises are included at the current year’s rates. If these departments need additional funding for contractual salary increases during the fiscal year, the funds may be transferred from the Classification, Performance and Settlements line in Townwide Expenses. These budgets also exclude costs that are attributable to COVID-19 and not expected to be needed when the

pandemic abates. Those costs, which will be needed in FY2022, have been separately accounted for, to be funded through an article in the Special Town Meeting warrant.

General Government

The FY2022 proposed budget for all General Government departments is 0.7% higher than the FY2021 budget.

Select Board/Office of the Town Manager: This budget is increasing 10.4%, primarily in the salary line due to the transfer of the Economic Development Manager position from the Planning and Community Development Department into the Office of the Town Manager. This budget also has an increase to fund two additional assessment centers in the Human Resources department. (Assessment centers consist of various tests and exercises used to determine suitability of candidates for certain positions, such as law enforcement leadership.) The Human Resources budget also includes some software costs that were previously carried in the Finance Department budget. The Finance Committee has deferred a request to fund the Public Information Officer position in the FY2022 operating budget, instead recommending to fund the position via a warrant article for two additional years, in order to evaluate the need for the position outside of the context of the current public health crisis.

Office of Town Clerk and Board of Registrars: This budget is decreasing by 7.8% due to typical fluctuations attributable to election-related wages and expenses. In FY2022, the Town will conduct one scheduled election, compared to three elections in FY2021.

Town Counsel: This budget remains flat for FY2022. With the unfortunate loss of longtime Town Counsel David Tobin, the Select Board hired a law firm to serve as Town Counsel. While it is not required by law, the Finance Committee is encouraging the Board to put these services out to bid.

Finance Department: This budget includes a 1.7% increase. The Finance Department provides numerous services through its divisions: Accounting, Assessing, Collector, Information Technology Center (ITC), Parking Clerk, Purchasing, and Treasurer. There are often notable annual increases in software licensing fees. However, such increases in the FY2022 budget were offset by the decision to transfer software licensing costs from ITC to other departments that have software for their sole use, reducing the ITC budget by \$38K. Licensed software used by more than one department remains covered by the ITC budget. The Finance Department budget includes step and longevity increases only for employees in the ITWA union, but at the FY2021 rate, since a new labor agreement has not been reached.

Finance Committee: This budget is essentially level-funded.

Planning and Community Development: This budget shows a substantial decrease of 15.6% due to the transfer of the Economic Development Director position to the Office of the Town Manager. The remainder of the department, with the divisions of Planning, Conservation, Design Review Board, and Board of Appeals, is level-funded.

Public Safety

The Public Safety category, which includes the Police, Fire, and Building Departments, has a combined increase of 1.6% in the FY2022 budget. This increase is low because several public safety and administrative collective bargaining agreements were not yet settled when the Finance Committee voted its FY2022 budget recommendation. As noted above, funds have been provided in the Classification, Performance and Settlements line in Townwide Expenses for any personnel-related increases needed after the budget is approved. In addition, there have been some decreases in spending requests, and minimal increases requested.

Police Department: This budget is decreasing 1.6%. The Police Department salary line does not include cost-of-living increases for administrative staff and dispatchers or for positions covered by the police unions since the various bargaining agreements have not settled, as mentioned above, but does include step increases and longevity payments under the current rates. The overall decrease in this department is because of a \$171K reduction in the capital equipment line. This reduction is a result of an extension of the replacement cycle for cruisers, as well as the fact that the FY2021 budget was bumped up to cover the costs of new cruiser equipment needed to fit the new vehicle models. While the new plan is to replace four cruisers every other year rather than every year, there is some concern that this strategy may lead to large fluctuations in the annual budget. The Police Department has filled the new community outreach officer position that was created to focus on issues including mental health, substance abuse, and domestic violence. The Department has requested additional funds in the FY2022 budget for Clinical Support work. This would pay for a Clinician from Riverside Community Care to work on similar issues as the community outreach officer, but with emphasis on the clinical side (half-time, shared with Dedham) in order to help individuals secure the appropriate care and follow-through. The Finance Committee recognizes the importance of such a service, but is recommending to fund the program through a financial warrant article rather than in the FY2022 operating budget in order to give the Department a better opportunity to assess whether the proposed program is the best approach to address the need.

Fire Department: This budget is increasing by 4.2% in FY2022. The Fire Department staffing level increased significantly two years ago with the addition of eight new firefighters. These positions were supported by three years of grant funding, which will be finished in FY2022. Thus, the grant will cover 35% of these salaries for the first eight months of FY2022, and then the operating budget will fund the full salaries for these positions for the last four months of the fiscal year. Starting in FY2023, the operating budget will need to fund the full annual costs of these salaries. As mentioned above, this budget does not include salary cost-of-living increases for the positions covered by the union contracts that are still under negotiation. The overtime budget for the Fire Department is increasing since there are more staff and thus more absences to cover, as well as vacant positions that need to be covered and that have been difficult to fill due to the pandemic and the cancellation of Civil Service exams. The Finance Committee supported funding the request for a replacement “stair chair” to help transport patients down stairs, making it safer for the patients as well as EMS personnel.

Building Department: This budget is increasing 1.5% due to contractual increases in the salary line, and no change in the expense line.

Public Facilities and Public Works

The total combined budget for the Building Design and Construction Department and the Department of Public Works is increasing by 3.1%.

Building Design and Construction Department (BDCD): The BDCD budget has a substantial decrease of 29.9% due to a reduction of 2 positions as the workload ebbs due to the completion (or anticipated completion) of a number of large construction projects over recent years. One project manager is being reassigned from BDCD to the DPW Building Maintenance division to manage construction projects in that department. The second position will be eliminated upon an anticipated retirement in the first quarter. The small expense budget is also decreasing by 22.2% with fewer staff.

Department of Public Works (DPW): This budget is increasing by 4.2%. This department maintains the Town’s infrastructure with the following divisions: Fleet, Highway, Recycling/Solid Waste, Parks and Forestry, Engineering, Building Maintenance, and Administration. The FY2022 DPW budget includes a new project management position in Building Maintenance to oversee the increasing number of construction projects in this department. The position is essentially a transfer from the BDCD. The

FY2022 budget funds an additional staff plumber to help maintain and provide emergency services for the growing number of facilities. The budget also funds a new co-operative program with the Minuteman School or another regional school to hire and provide training to a trades student (such as plumbing or electrical) in Building Maintenance and a horticulture student in Parks and Forestry who will gain career skills and provide support to the divisions. This initiative is expected to help the Town's recruitment of qualified individuals. The Finance Committee's budget does not fund requests for an additional manager for service and parts in the Fleet Division or for additional summer help in Parks and Forestry.

Community Services

The seven departments in the Community Services section of the budget represent less than 3% of the overall FY2022 operating budget while providing invaluable services to residents and businesses throughout the community. These services provided by these departments are funded primarily from the operating budget, but they also secure substantial funding from fees, grants, and donations. Many also receive support through volunteer services. The Community Services budgets together are increasing 5.1% in FY2022, driven by additional summer staffing in the Park and Recreation Department.

Municipal Parking Program: This budget is up 3.1% due to an annual increase in contracted maintenance and repair and leasing costs.

Health and Human Services (HHS): The HHS Department is made up of four divisions: Public Health, Aging Services, Youth and Family Services, and Veterans' Services. HHS also shares certain Emergency Management functions with the Fire Department. The HHS budget is increasing 1.3% in FY2022. While this department has been at the forefront of the Town's services related to the global COVID-19 pandemic, the FY2022 budget assumes "business as usual" and does not include the additional costs needed to administer programs or services or to pay for additional expenses needed due to the ongoing crisis. HHS has done an extraordinary job disseminating public health information, often on a daily basis, creating new programs, including vaccine clinics, and re-designing existing programs to safely meet the needs of residents which have only grown during this difficult time. All of the COVID-19-related costs will be funded through a separate financial warrant article. The small increase in the FY2022 operating budget reflects annual salary increases for staff and some increased expense due to the transfer of software licensing fees to the budget. These increases are offset by a decrease in the Town's Veterans' Services costs. The Town is part of a veterans' service district which is expanding to include an additional town, and which will decrease the cost per member.

Commission on Disabilities: No change in this small budget.

Historical Commission: No change in this small budget.

Needham Public Library: This budget is increasing 0.9% in FY2022, primarily due to contractual salary increases for staff. The Finance Committee recommends deferring the Library's request for an additional reference librarian who would also handle communications efforts. It is unclear how much Library operations may change for good in the wake of the pandemic. Thus, the Finance Committee feels more time is needed to determine whether additional reference services are needed, or whether the Public Information Officer in the Town Manager's Office might assist with communications. The Finance Committee did not recommend funding the OverDrive and WorldCat electronic media subscriptions in the Library's FY2022 operating budget. These important items have been funded for years through the Library's state aid funding. The Finance Committee has had many discussions over the years on whether costs should be included in the operating budget when there is ample money in the Library's state aid account. The Finance Committee realizes that, in general, certain core services should be funded in the annual operating budget. However, the Library's state aid provides a unique external source of funding. The Finance Committee hopes to work with the Library Trustees as they plan to implement a policy for

the Library's use of state aid funding, which should provide guidance during the budgeting process in the coming years. Since state revenue has been negatively affected by the COVID-19 pandemic, there is a chance that the Library's state aid will be cut this year. In the event that the Library does not have sufficient funds for these expenses, they may request a transfer of funds from the Reserve Fund.

Park and Recreation: The Department budget is increasing by a significant 23.3%, primarily due to the costs related to operating the Rosemary Pool facility. The FY2022 budget now funds certain staff positions that were previously funded through a warrant article, and also funds additional staff needed to meet expected demand and maintain safety standards. Pool attendance in the summer of 2019 far exceeded expectations, and staffing increases are needed to properly staff the various areas of the facility. The 2021 minimum wage increase also affects much of the summer staffing. Depending on COVID-19 restrictions, sales of passes may offset the pool's operational expenses to a large extent.

Memorial Park: No change in this small budget.

B. Education

The recommended FY2022 budget for public education, which includes both the Needham Public Schools operating budget and the Minuteman Regional School Assessment, is \$84,833,684, an increase of 3.7% over the FY2021 budget.

Minuteman Regional High School Assessment: The assessment for FY2022 is \$1,230,287, an increase of 11.9%. The assessment is based on increased enrollment from Needham (using a 4-year rolling average) combined with the Town's portion of the Minuteman district's capital costs.

Needham Public Schools: The budget for FY2022 is \$83,603,397, an increase of \$2.9M or 3.6%. The School Department budget represents 63.2% of Needham's departmental budget. It is important to note that this figure does not include the costs for benefits for the School Department employees, which are included in Townwide Expenses with the benefits for all Town employees. (Teacher pensions are provided by the Massachusetts Teachers' Retirement System, not through the Town.) The School Department budget is also exclusive of school facilities costs such as maintenance, energy, or debt costs. The Finance Committee's FY2022 operating budget recommendation fully funds the Superintendent's request and the School Committee's voted budget. Because state law allows Town Meeting to vote only the total appropriation for the School Department, without restrictions or specific allocations, the Finance Committee's recommended budget provides a single bottom line recommendation for the School budget. The Finance Committee does, however, carefully review the Superintendent's requested budget and the School Committee's voted budget.

The School budget increase for FY2022 is a result of the same drivers that we typically see: contractual salary increases and an increasing need for student support services. Often these needs are compounded by enrollment growth. While enrollment is expected to increase from FY2021 to FY2022, enrollment fell significantly due to the COVID-19 pandemic, and is not expected to recover to the same level for at least three years. Salaries are the most significant part of the School budget, accounting for approximately 85% of the total budget. Contractual salary increases account for over 50% of the School budget increase for FY2022. The contractual step and cost-of-living increases have remained within sustainability benchmarks.

Two areas with significant School expenditures are student support services and special education. 4.7 additional FTEs will be needed in these areas in order to provide services to additional students, cover rising out-of-district tuition costs, and provide all mandated services. The School Department has made many efforts in recent years to build capacity to provide special services to students within the district,

which has likely helped temper increases, particularly in special education, and helped keep the requested funding increase for FY2022 at a more sustainable level.

As with the rest of the budget, the School Department's budget is based on "normal" conditions that we expect to see after the pandemic recedes. The School Department anticipates significant additional expenses if COVID-19 protocols are in place during FY2022. The Department has projected that there could be as much as \$3.2M of supplemental costs for Covid-related needs, including 20 more FTEs to run the remote learning academy, support hybrid learners, allow for social distancing, and take other steps to ensure health and safety of students, faculty, and staff. At the time this report was prepared, there was no FDA-approved COVID-19 vaccine for people under the age of 16. Since most students in grades K-12 are under the age of 16, the lack of a vaccine could substantially slow the return to "normal" for the district.

III. Closing Comments

The Finance Committee is deeply grateful for the tireless efforts of managers, staff, volunteers, and elected and appointed officials across Needham for helping to keep the Town functioning at a truly impressive level in the face of the most difficult circumstances. A great many people have had to work harder than ever before to keep up their usual work, and often take on significantly more, often in new or unfamiliar ways. The spending requests this year were clearly mindful of the need to continue to get things done, and also to hold back wherever possible. The Finance Committee's recommended budget for FY2022 provides the resources needed to fund ongoing capital projects and to sustain or improve the high level of services that local residents and businesses currently enjoy. The budget shows that fiscal restraint and careful planning have enabled us to address the growing capital and service needs, but also to prepare for upcoming demands. The Town must continue to consider not only the benefits of each project it undertakes, and the associated capital costs, but the effects on the Town's overall debt capacity, the long-term implications to the operating budget, and the burden on individual taxpayers.

I would like to recognize the outstanding work of Town and School Administration, the Directors of Finance for the Town and Schools, and the department heads and managers who all worked closely with the Finance Committee throughout the budgeting process, and in preparation for Town Meeting. The Finance Committee greatly values the candid discussions and honest efforts by the various managers who provide useful information and help to the Finance Committee as it seeks to evaluate and balance competing operational needs. The Finance Committee would also like to recognize the residents who dedicate their time and expertise to serving our community through elected and appointed positions. We could not accomplish our mission as effectively without their hard work and cooperative spirit.

I would also like to thank each member of the Finance Committee for their dedication and meticulous work in reviewing, examining, and prioritizing financial issues, balancing the budget, and assessing the Town's capital plans and investments. I feel honored to serve alongside such dedicated and talented people as we seek to make recommendations that will serve the best interests of the Town and its residents.

Respectfully submitted on behalf of the Finance Committee,

Carol A. Fachetti

Carol Smith-Fachetti, Chair

Committee Members:

Joshua W. Levy, Vice Chair
Barry J. Coffman
John Connelly

James Healy
Thomas M. Jacob
Richard Lunetta

Louise L. E. Miller
Richard Reilly
Louise Mizgerd, Analyst

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Article	Description	Inserted By	Page
HUMAN RESOURCE ARTICLES			
1	Fund Collective Bargaining Agreement – Needham Independent Town Workers	Select Board	21
2	Fund Collective Bargaining Agreement – Needham Independent Public Employees Association	Select Board	21
3	Fund Collective Bargaining Agreement – Needham Fire Union	Select Board	22
4	Fund Collective Bargaining Agreement – Needham Police Union	Select Board	22
5	Fund Collective Bargaining Agreement – Needham Police Superior Officers Association	Select Board	22
FINANCE ARTICLES			
6	Amend the FY2021 Operating Budget	Finance Committee	23
7	Appropriate for Needham Property Tax Assistance Program	Select Board	23
8	Appropriate for Compensated Absences Fund	Select Board	24
9	Appropriate for Public Facilities Maintenance Program	Select Board	24
10	Appropriate for Small Repair Grant Program	Affordable Housing Trust	24
11	Appropriate for Town Network and Internet Control Analysis and Reporting	Select Board	25
12	Appropriate for Planning Consulting Assistance	Select Board	25
13	Appropriate for Public Health Consulting Assistance	Select Board	26
14	Appropriate for Public Information Officer	Select Board	26
15	Appropriate for Clinical Support Services for Law Enforcement	Select Board	27
16	Appropriate the National Pollutant Discharge Elimination System (NPDES) Permit Compliance	Select Board	27
17	Appropriate for Fleet Refurbishment	Select Board	27
18	Appropriate for Rosemary Dam Decommissioning	Select Board	28
19	Appropriate for Payment of Unpaid Bills of Prior Years	Select Board	28
20	Appropriate the FY2022 Operating Budget	Finance Committee	29
21	Appropriate the FY2022 Sewer Enterprise Fund Budget	Select Board & Finance Committee	29
22	Appropriate the FY2022 Water Enterprise Fund Budget	Select Board & Finance Committee	32
23	Authorization to Expend State Funds for Public Ways	Select Board	34
COMMUNITY PRESERVATION ACT ARTICLES			
24	Appropriate for Emery Grover Renovation Design	Community Preservation Committee & Select Board	34
25	Appropriate for Preservation of Town Marriage Records	Community Preservation Committee	35
26	Appropriate for Town Common Historic Redesign & Renovation	Community Preservation Committee & Select Board	35
27	Appropriate for Fisher Street Trailhead - Construction	Community Preservation Committee	36

Article	Description	Inserted By	Page
28	Appropriate for Resurfacing the Synthetic Track at DeFazio Park	Community Preservation Committee	36
29	Appropriate for McLeod Field Renovation Design	Community Preservation Committee & Select Board	36
30	Appropriate for Trail Identification – Design	Community Preservation Committee	37
31	Appropriate for Town Reservoir Sediment Removal – Design	Community Preservation Committee & Select Board	37
32	Appropriate to Community Preservation Fund	Community Preservation Committee	38
33	Appropriate to Community Preservation Fund Supplement	Community Preservation Committee	38
CAPITAL ARTICLES			
34	Appropriate for Walker Pond Improvements	Select Board	39
35	Appropriate for General Fund Cash Capital	Select Board	39
36	Appropriate for Public Works Infrastructure	Select Board	45
37	Appropriate for Public Safety Building Construction	Select Board	46
38	Appropriate for Sewer Enterprise Fund Cash Capital	Select Board	46
39	Appropriate for Sewer Main Replacement	Select Board	47
40	Appropriate for Water Enterprise Fund Cash Capital	Select Board	48
41	Appropriate for Water Service Connections	Select Board	49
TOWN RESERVE ARTICLES			
42	Appropriate to Athletic Facility Improvement Fund	Select Board	50
43	Appropriate to Workers Compensation Fund	Select Board	50
GENERAL ARTICLES & CITIZENS PETITIONS			
44	Acceptance of Provisions of M.G.L. Chapter 41 Section 111F – Special Injury Leave Indemnity Fund	Select Board	51
45	Foster Care Transportation Reimbursement	School Committee	51
46	Special Education Stabilization Fund	School Committee	52
47	Amend General By-Law – Authorize Town Clerk to Ensure Consistency in Numbering	Select Board	53
48	Needham Unite Against Racism Resolution	Select Board	53
49	Citizens' Petition – Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties by Commercial Vendors	Select Board on behalf of Joseph L. Leghorn, et. al.	55
50	Omnibus	Select Board	55

Summary of Revenues
FY2020 - FY2022
General Fund Only

	FY2020	FY2021	FY2022
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Local Estimated Receipts

Local Excises and Other Tax Related Collections	\$7,729,806	\$5,740,000	\$5,680,000
Departmental Activities	\$6,779,897	\$5,255,000	\$4,855,000
Fines & Forfeits & Assessments	\$234,549	\$50,000	\$0
Investment Income	\$834,163	\$264,710	\$264,000
Medicaid	\$67,188	\$0	\$0
Miscellaneous Revenue	\$7,967	\$600	\$600
Miscellaneous Non-recurring	<u>\$404,781</u>	<u>\$0</u>	<u>\$0</u>
SUB-TOTAL	\$16,058,351	\$11,310,310	\$10,799,600

Property Taxes & State Aid

Real & Personal Property Tax Levy	\$150,349,498	\$162,438,801	\$170,244,638
Cherry Sheet Revenue (State Aid)	<u>\$13,091,197</u>	<u>\$13,695,326</u>	<u>\$13,919,021</u>
SUB-TOTAL	\$163,440,695	\$176,134,127	\$184,163,659

Use of Other Available Funds & Free Cash

Free Cash	\$10,337,871	\$7,862,473	\$12,456,630
Overlay Surplus	\$1,000,000	\$1,350,000	\$150,000
State Infrastructure Fund	\$29,537	\$21,390	\$0
Transfer from other Articles	\$244,500	\$25,500	\$0
Transfer from Stabilization Funds	\$2,500,000	\$0	\$0
Reserved for Debt Exclusion Offset	<u>\$105,159</u>	<u>\$96,057</u>	<u>\$71,176</u>
SUB-TOTAL	\$14,217,067	\$9,355,420	\$12,677,806

Total General Fund Revenue	\$193,716,113	\$196,799,857	\$207,641,065
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Adjustments to General Fund Revenue

Enterprise & CPA Reimbursements	<u>\$2,510,817</u>	<u>\$2,755,058</u>	<u>\$2,271,397</u>
SUB-TOTAL	\$2,510,817	\$2,755,058	\$2,271,397

Total Revenue Available for General Fund Uses	\$196,226,930	\$199,554,915	\$209,912,462
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Athletic Facility Improvement Fund	As of March 15, 2021	\$270,101
Capital Facility Fund	As of March 15, 2021	\$1,921,116
Capital Improvement Fund	As of March 15, 2021	\$1,096,655
Debt Service Stabilization Fund	As of March 15, 2021	\$2,153,268
Free Cash	As of March 15, 2021	\$16,665,406
Sewer Enterprise Fund Retained Earnings	As of March 15, 2021	\$1,745,424
Stabilization Fund	As of March 15, 2021	\$4,411,852
Water Enterprise Fund Retained Earnings	As of March 15, 2021	\$4,737,743

Summary of Expenditures
FY2020 - FY2022
General Fund Only

	FY2020	FY2021	FY2022
Town Wide Group	\$53,150,193	\$62,030,942	\$63,450,696
Department Budgets			
Select Board/Town Manager	\$980,633	\$1,109,756	\$1,225,090
Town Clerk/Board of Registrars	\$405,978	\$463,731	\$427,622
Town Counsel	\$295,227	\$329,140	\$329,140
Finance Department	\$3,010,577	\$3,508,853	\$3,567,110
Finance Committee	\$38,927	\$41,077	\$41,082
Planning and Community Development	\$491,844	\$622,945	\$525,642
Police Department	\$6,698,504	\$7,600,840	\$7,480,435
Fire Department	\$8,741,833	\$9,016,931	\$9,399,298
Building Department	\$692,148	\$812,278	\$824,285
Minuteman Regional High School	\$1,084,783	\$1,099,935	\$1,230,287
Needham Public Schools	\$75,550,674	\$80,735,089	\$83,603,397
Building Design & Construction	\$313,822	\$557,616	\$391,112
Department of Public Works	\$14,508,406	\$16,897,920	\$17,610,638
Municipal Parking Program	\$99,804	\$130,522	\$134,592
Health and Human Services	\$1,889,484	\$2,322,209	\$2,353,387
Commission on Disabilities	\$1,975	\$2,050	\$2,050
Historical Commission	\$55	\$1,050	\$1,050
Library	\$1,868,104	\$2,013,915	\$2,031,682
Park & Recreation	\$802,254	\$950,261	\$1,171,472
Memorial Park	\$54	\$750	\$750
Department Budget Total	\$117,475,086	\$128,216,868	\$132,350,121
Total Budget	\$170,625,279	\$190,247,810	\$195,800,817
Other Appropriations			
General Fund Cash Capital	\$10,162,752	\$3,939,433	\$7,176,653
Other Financial Warrant Articles	\$1,355,373	\$1,869,177	\$2,026,733
Transfers to Other Funds	\$1,055,785	\$544,698	\$894,183
Total Other Appropriations	\$12,573,910	\$6,353,308	\$10,097,569
Non-Appropriated Expenses	\$3,778,794	\$2,953,797	\$4,014,076
Total General Fund Expenses	\$186,977,982	\$199,554,915	\$209,912,462

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-Insurance Program	608,251		665,795		758,900		
2	Debt Service	19,052,139		21,111,388		20,764,142		
3	Group Health Insurance, Employee Benefits & Administrative Costs	14,212,716		16,128,308		16,462,059		
4	Needham Electric, Light & Gas Program	3,086,934		3,901,384		3,858,097		
5	Retiree Insurance & Insurance Liability Fund	6,906,705		7,197,713		7,426,237		
6	Retirement Assessments	8,577,048		9,513,643		10,417,439		
7	Workers Compensation	706,400		746,833		828,731		
8	Classification Performance & Settlements	Transfers only		688,787		858,000		
9	Reserve Fund	Transfers only		2,077,091		2,077,091		
Townwide Expense Total		53,150,193		62,030,942		63,450,696	0.0	2.3%
Select Board and the Office of the Town Manager								
10A	Salary & Wages	878,947	9.0	955,961	9.0	1,032,571	10.0	
10B	Expenses	101,686		153,795		192,519		
Total		980,633	9.0	1,109,756	9.0	1,225,090	10.0	
Office of the Town Clerk								
11A	Salary & Wages	353,740	4.0	397,426	4.0	364,097	4.0	
11B	Expenses	52,238		66,305		63,525		
Total		405,978	4.0	463,731	4.0	427,622	4.0	
Town Counsel								
12A	Salary & Wages	73,695		75,140			0.0	
12B	Expenses	221,532		254,000		329,140		
Total		295,227		329,140		329,140	0	
Finance Department								
13A	Salary & Wages	1,963,870	24.0	2,131,333	24.0	2,147,570	24.0	
13B	Expenses	966,719		1,282,520		1,324,540		
13C	Capital	79,988		95,000		95,000		
Total		3,010,577	24.0	3,508,853	24.0	3,567,110	24.0	
Finance Committee								
14A	Salary & Wages	38,374	0.5	39,677	0.5	39,682	0.5	
14B	Expenses	553		1,400		1,400		
Total		38,927	0.5	41,077	0.5	41,082	0.5	
Planning and Community Development								
15A	Salary & Wages	476,482	6.3	588,545	6.4	491,192	5.4	
15B	Expenses	15,362		34,400		34,450		
Total		491,844	6.3	622,945	6.4	525,642	5.4	
General Government		5,223,186	43.8	6,075,502	43.9	6,115,686	43.9	0.7%

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Police Department								
16A	Salary & Wages	6,312,666	61.0	6,912,012	63.0	6,952,629	63.0	
16B	Expenses	256,538		404,312		414,650		
16C	Capital	129,300		284,516		113,156		
	Total	6,698,504	61.0	7,600,840	63.0	7,480,435	63.0	
Fire Department								
17A	Salary & Wages	8,370,953	74.0	8,584,484	76.0	8,965,335	78.0	
17B	Expenses	370,880		407,464		401,179		
17C	Capital	0		24,983		32,784		
	Total	8,741,833	74.0	9,016,931	76.0	9,399,298	78.0	
Building Department								
18A	Salary & Wages	651,353	9.8	761,238	9.8	773,245	9.8	
18B	Expenses	40,795		51,040		51,040		
	Total	692,148	9.8	812,278	9.8	824,285	9.8	
	Public Safety	16,132,485	144.8	17,430,049	148.8	17,704,018	150.8	1.6%
Minuteman Regional High School Assessment								
19	Assessment	1,084,783		1,099,935		1,230,287		
	Total	1,084,783	0.0	1,099,935	0.0	1,230,287	0.0	
Needham Public Schools								
20	Needham Public School Budget	75,550,674	797.6	80,735,089	808.4	83,603,397	816.3	
	Total	75,550,674	797.6	80,735,089	808.4	83,603,397	816.3	
	Education	76,635,457	797.6	81,835,024	808.4	84,833,684	816.3	3.7%
Building Design & Construction Department								
21A	Salary & Wages	303,454	5.0	538,121	5.0	375,937	3.3	
21B	Expenses	10,368		19,495		15,175		
	Total	313,822	5.0	557,616	5.0	391,112	3.3	
Department of Public Works								
22A	Salary & Wages	8,395,747	117.0	9,285,488	119.0	9,651,898	121.0	
22B	Expenses	5,591,838		7,037,810		7,351,890		
22C	Capital	115,649		150,018		178,000		
22D	Snow and Ice	405,172		424,604		428,850		
	Total	14,508,406	117.0	16,897,920	119.0	17,610,638	121.0	
	Public Facilities and Public Works	14,822,228	122.0	17,455,536	124.0	18,001,750	124.3	3.1%
Municipal Parking Program								
23	Program	99,804		130,522		134,592		
	Total	99,804	0.0	130,522	0.0	134,592	0.0	
Health and Human Services Department								
24A	Salary & Wages	1,591,264	17.5	1,867,169	18.4	1,930,899	18.7	
24B	Expenses	298,220		455,040		422,488		
	Total	1,889,484	17.5	2,322,209	18.4	2,353,387	18.7	
Commission on Disabilities								
25A	Salary & Wages	1,500		1,500		1,500		
25B	Expenses	475		550		550		
	Total	1,975	0.0	2,050	0.0	2,050	0.0	

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Historical Commission								
26A	Salary & Wages							
26B	Expenses	55		1,050		1,050		
	Total		0.0	1,050	0.0	1,050	0.0	
Public Library								
27A	Salary & Wages	1,543,422	15.0	1,641,775	15.0	1,657,051	15.0	
27B	Expenses	324,682		372,140		374,631		
	Total	1,868,104	15.0	2,013,915	15.0	2,031,682	15.0	
Park and Recreation Department								
28A	Salary & Wages	673,162	4.6	807,656	4.6	949,272	4.6	
28B	Expenses	129,092		142,605		222,200		
	Total	802,254	4.6	950,261	4.6	1,171,472	4.6	
Memorial Park Trustees								
29A	Salary & Wages							
29B	Expenses	54		750		750		
	Total	54	0.0	750	0.0	750	0.0	
	Community Services	4,661,675	37.1	5,420,757	38.0	5,694,983	38.3	5.1%
	Department Budget Total	117,475,031	1,145.3	128,216,868	1,163.1	132,350,121	1,173.6	3.2%
	Total Operating Budget	170,625,224		190,247,810		195,800,817		2.9%

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Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet at Memorial Park on:

SATURDAY, THE FIRST DAY OF MAY 2021

At 1:00 in the afternoon, then and there to act upon the following articles:

HUMAN RESOURCE ARTICLES

**ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM
INDEPENDENT TOWN WORKERS**

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Town Workers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

**ARTICLE 2: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM
INDEPENDENT PUBLIC EMPLOYEES ASSOCIATION**

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Public Employees Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 3: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Fire Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021 and FY2022; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE SUPERIOR OFFICERS ASSOCIATION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Superior Officers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

FINANCE ARTICLES

ARTICLE 6: AMEND THE FY2021 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2021 Operating Budget adopted under Article 14 of the 2020 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
12A	Town Counsel Salary & Wage	\$75,140	\$0
12B	Town Counsel Expense	\$254,000	\$329,140
22A	DPW Salary & Wages	\$9,285,488	\$9,060,488
22B	DPW Expenses	\$7,037,810	\$7,262,810
28A	Park & Recreation Salary & Wages	\$807,656	\$757,656
28B	Park & Recreation Expenses	\$142,605	\$192,605

or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information:

ARTICLE 7: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Property Tax Assistance Program provides assistance to elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$16,945.01 in fiscal year 2020.

ARTICLE 8: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$125,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to fund the Town's employee sick and vacation leave liability. Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service. The Town has been taking steps to reduce or eliminate sick leave buy-back programs for all classes of employees, although an unfunded liability remains.

ARTICLE 9: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and upgrades. In CY2020, the School Facilities Master Plan was released, indicating several major repairs needed in the school buildings. Unless circumstances require otherwise, FY2022 funding will support upgrades to the Pollard and Mitchell schools, including structural repairs to the buildings, door repairs, heating system adjustments, installation of ADA compliant handrails, and replacement of ceiling tiles. Other projects include duct cleaning at the Eliot School, Library, and Hillside Building, and wood floor refinishing at various buildings.

ARTICLE 10: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Small Repair Grant Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Affordable Housing Trust

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Small Repair Grant Program provides financial assistance to low- and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is available per participant, and applications will be evaluated and

prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older, or have a disability, with incomes at or below 80% of area median income. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke CO2 detectors, weather stripping, bathroom grab bars, raised toilets, and hand-held shower heads, among others.

ARTICLE 11: APPROPRIATE FOR TOWN NETWORK AND INTERNET CONTROL ANALYSIS AND REPORTING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$75,000 for the purpose of funding equipment, software and implementation services for analysis and reporting on the Town's network and system activities, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The request is for hardware, software, and services for implementation to monitor, control, analyze, and report on the data traffic that currently takes place across the local area network as well as incoming and outgoing traffic from the Internet. The hardware and software would be used by the Information Technology Center to provide information on the current activity across the network as well as maintain historic data for analyzing past events for trends or comparing week by week activity. This information can be used to improve the performance, security and general management of the Town's network by monitoring use activity, applications, files, and connections using processes such as bandwidth monitoring, network traffic analysis, application traffic alerting, advanced application recognition, and internal traffic intrusion detection that would help determine where vulnerabilities may exist. There is an increased need for better cybersecurity protection from both internal and external elements across all levels of industry in order to better defend from attacks.

ARTICLE 12: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for the purpose of funding planning consulting assistance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article NOT be Adopted

Article Information: The Planning and Community Development Department is requesting funding for professional and technical assistance in support of planning and zoning initiatives, development applications, land use regulations, and related activities. Planning consulting assistance funds are used to conduct build-out, traffic, and fiscal impact analyses of zoning initiatives that the Planning Board is studying. In addition, funds would be used to help the Department research and advise appropriate Town boards when presented with complex development projects requiring advanced technical input.

ARTICLE 13: APPROPRIATE FOR PUBLIC HEALTH CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding public health scientific experts and consultants, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This funding would enable the Board of Health (BOH) to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board and the Public Health Division lack the necessary expertise. For example, this fund would allow for the retention of an outside expert to evaluate a proposed utility project that has unknown or uncertain environmental and health impacts, such as the Eversource Energy Reliability project. When there is a permit application process, the BOH has the ability (via regulation) to require applicants to pay an outside consultant fee so that the BOH may retain an independent expert to review the application and to advise the BOH. This funding request addresses the need to access expertise to evaluate community impact in instances when there is no public health division permit application.

ARTICLE 14: APPROPRIATE FOR PUBLIC INFORMATION OFFICER

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$196,326 for the purpose of continuing funding for the Public Information Officer position, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This appropriation would allow the Town to continue to fund the Public Information Officer, a critical position for communicating with residents and businesses in Town. The PIO has been instrumental during the COVID-19 pandemic, creating a dedicated COVID-19 website with up-to-date information; sending regular updates to the community through multiple channels; and working collaboratively with Needham Public Health to protect the health and safety of Needham residents. The PIO has also executed several targeted multi-media campaigns to encourage mask-wearing and vaccinations. In addition to COVID-19-related work, the PIO has worked closely with the Select Board and Town Manager as well as Town departments, boards and committees to inform and engage the community about important issues, and has increased citizen participation through online and social media efforts. The PIO has worked with the business community to promote local Needham businesses and help maintain a vibrant local economy. This funding will allow the PIO, in the coming two years, to re-design the Town website, making it more user-friendly and accessible; create a Town newsletter than can be accessed electronically and in print, and continue to work to grow the Town's social media followers. The PIO will also continue to explore new and creative ways to reach Needham residents of all ages and increase citizen participation in Town government.

ARTICLE 15: APPROPRIATE FOR CLINICAL SUPPORT SERVICES FOR LAW ENFORCEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$45,000 for the purpose of funding clinical support services for law enforcement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Needham Police Department proposes a regional collaboration with the Dedham Police Department and Riverside Community Care to advance the towns' shared goal of supporting evidence-based, culturally competent, trauma-informed and holistic responses to individuals with mental illness, co-occurring substance use disorders and trauma histories who might otherwise become incarcerated. The proposed initiative is for a Law Enforcement Clinical Support program to be shared between the two communities. A Master's level clinician assigned to this project would be an employee of Riverside Community Care, the State-designated emergency services provider. Needham and Dedham would enter into a shared services contract and split the cost of the program equally.

ARTICLE 16: APPROPRIATE FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT COMPLIANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding will allow the Town to comply with the National Pollutant Discharge Elimination System (NPDES) permit. Needham is subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. All stormwater discharges from urbanized areas must reduce the amount of phosphorus discharging to waterbodies and the tributaries thereto by 45% and pathogens must be eliminated and or reduced to the maximum extent practicable through the use of enhanced structural and non-structural Best Management Practices (BMPs). This funding will be sought on an annual basis to inspect and evaluate all BMPs Town-wide, clean and inspect brooks and culverts, rehabilitate and or replace catch basin and drainpipes, and respond to findings from CCTV inspections.

ARTICLE 17: APPROPRIATE FOR FLEET REFURBISHMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$150,000 for the purpose of funding a fleet refurbishment program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: In FY2018, the Fleet Division implemented a refurbishment program for Fleet assets and related components. The goal of this program is to extend the life cycle of the vehicles, increase operational safety, and eventually reduce reactive maintenance. The funding requests are spread out to allow the Fleet Division time to plan multiple repairs at once, follow procurement practices, and have the work completed. Rehabilitation work includes corrosion abatement, treatment, and refinishing, replacing corroded chassis, air brake tanks or brake valves, rebuilding primary components, replacing suspension and brakes, and updating lighting and reflective striping.

ARTICLE 18: APPROPRIATE FOR ROSEMARY DAM DECOMMISSIONING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$30,000 for the purpose of funding the Rosemary Dam decommissioning project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The decommissioning of the dam will eliminate or reduce the frequent reporting, inspectional requirements, and potential enforcement intended for high hazard dams. Decommissioning will include the preparation of engineering reports, plans, and studies of the Rosemary Lake embankment and documentation needed for the Town to request a reclassification hearing with the Commonwealth.

ARTICLE 19: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$5,135.94 for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, said sum to be spent under the direction of the Town Manager, and that \$407.28 be transferred from Free Cash, and that \$4,728.66 be transferred from Water Enterprise Retained Earnings; or take any other action relative thereto.

Department	Vendor	Description of Goods/Service	Fiscal Year	\$ Amount
DPW General Fund	Norwood Police Department	Police Detail	2020	\$ 407.28
DPW Water Enterprise Fund	Signet	Water Building Wiring Repair	2020	\$ 202.50
DPW Water Enterprise Fund	Signet	Water Treatment Plant Access Control Repair	2020	\$ 280.51

Department	Vendor	Description of Goods/Service	Fiscal Year	\$ Amount
DPW Water Enterprise Fund	Univar	Drinking Water Treatment Chemicals	2020	\$4,245.65
Total				\$5,135.94

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: State law requires Town Meeting action for the Town to make payment for bills received after the close of the fiscal year or bills in excess of appropriation. The above bills were presented for payment after the close of FY2020.

ARTICLE 20: APPROPRIATE THE FY2022 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$3,527,570, from Overlay Surplus in the amount of \$100,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$71,176, and \$1,021,397 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages 17-19.

ARTICLE: 21: APPROPRIATE THE FY2022 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2022, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Sewer Enterprise

FY2022

Line #	Description	FY2020		FY2021		FY2022		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$941,001	11.0	\$1,054,938	11.0	\$1,029,212	11.0	
201B	Expenses	\$339,977		\$462,447		\$513,076		
201C	Capital Outlay	\$38,414		\$45,000		\$51,000		
201D	MWRA Assessment	\$6,388,680		\$6,399,895		\$6,662,310		
201E	Debt Service	\$904,095		\$900,000		\$610,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,612,167	11.0	\$8,897,280	11.0	\$8,900,598	11.0	
FY 2022 Budget Percentage Change from FY 2021 Budget							0.0%	

and to meet this appropriation that \$8,009,230 be raised from Sewer Enterprise Fund receipts, and that \$365,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that \$526,368 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 3,958 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town's drainage infrastructure consists of approximately 90 miles of various size drainage pipes, 4,225 catch basins, 1,392 drainage manholes, and 295 drainage discharges.

The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff. However, the costs not associated with sewer operations are funded by taxation and not by sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2022 Sewer Operations	FY2022 Drains Program	FY2022 Recommended Budget	FY2021 Sewer Operations	FY2021 Drains Program	Current FY2021 Sewer Budget
Salary & Wages	\$677,816	\$351,396	\$1,029,212	\$677,816	\$377,122	\$1,054,938
Expenses	\$338,104	\$174,972	\$513,076	\$294,871	\$167,576	\$462,447
Capital Outlay	\$51,000	\$0	\$51,000	\$45,000	\$0	\$45,000
MWRA Assessment	\$6,662,310	\$0	\$6,662,310	\$6,399,895	\$0	\$6,399,895
Debt Service	\$610,000	\$0	\$610,000	\$900,000	\$0	\$900,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$8,374,230	\$526,368	\$8,900,598	\$8,352,582	\$544,698	\$8,897,280
	FY2022 Sewer Operations \$ Change	FY2022 Drains Operations \$ Change	FY2022 Sewer Enterprise \$ Change	FY2022 Sewer Operations % Change	FY2022 Drains Operations % Change	FY2022 Sewer Enterprise % Change
Salary & Wages	\$0	-\$25,726	-\$25,726	0.0%	-6.8%	-2.4%
Expenses	\$43,233	\$7,396	\$50,629	14.7%	4.4%	10.9%
Capital Outlay	\$6,000	\$0	\$6,000	13.3%		13.3%
MWRA Assessment	\$262,415	\$0	\$262,415	4.1%		4.1%
Debt Service	-\$290,000	\$0	-\$290,000	-32.2%		-32.2%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	\$21,648	-\$18,330	\$3,318	0.3%	-3.4%	0.0%

The total operating budget of \$8,900,598 for FY2022 is \$3,318 more than the current FY2021 budget, which is essentially level funded. This is primarily due to two factors, a decrease in the debt service budget of \$290,000 and a \$262,415 increase in the preliminary MWRA assessment for the Town's sewerage and wastewater disposal. The \$6,662,310 preliminary assessment represents a 4.1% increase over FY2021. The increase in the MWRA sewer assessment was due to a decline in the assessment in the Boston area due to the closures caused by COVID-19 and increased residential use in Needham as many residents stayed home also due to COVID-19. The final assessment from the MWRA will be affected by actions the MWRA may take to defer certain expenses and the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The FY2022 sewer operations portion of the budget is \$3,318 higher, an increase of 0.3% over the current year. As noted above, the MWRA assessment increase and the Sewer Enterprise debt are the primary drivers of the change for FY2022. The FY2021 drains operations portion of the budget is \$18,330 less than the FY2021 allocation, a 3.4% decrease over the current year.

The total salary and wages line is \$1,029,212 for FY2022, a decrease of \$25,726 (2.4%). The sewer division has 11 full-time employees all of whom are members of the NPIEA union. The decrease is due to a change in personnel and that a successor collective bargaining agreement for FY2022 had not been reached when the budget was submitted. When an agreement with the Union is reached and approved by the Town a supplemental appropriation, if necessary, will be submitted for a future Town Meeting.

The total expense line for FY2022 is \$513,076 which is \$50,629 or 11.0% more than the current year. Most of this increase was due to a one-time expense of \$35,000 to upgrade the sewer flow meter. Energy expenses to operate the sewer pump stations is \$2,091 more than the current year, however the cost of fuel for sewer vehicles and equipment declined by \$6,277. Contracted services for maintenance, repairs, sweeping, collection, and disposal of catch basin debris is \$7,305 more than FY2021. This budget also now includes the annual sewer SCADA software license expense of \$6,510. This expense was previously budgeted by the Finance Department but starting in FY2022 software expenses that are specific to a single department will be included in that department's budget. The balance of the increase for next year is related to pond treatment services (\$4,000) and sewer pump replacement parts (\$2,000).

The operating capital line was increased by \$6,000 to \$51,000 for FY2022, a 13.3% increase. The budget for FY2021 was reduced by \$5,000 from the FY2020 budget. This budget line pays for grinder replacements and allows the department to continue its annual allocation for sewer pump and small power equipment replacement. The plan for FY2022 is to purchase a backup pump for the Reservoir B Sewer Pump Station. The pump required for that site is more expensive, so the department did not include funding for a grinder replacement.

The reserve fund is level dollar for FY2022. Last year the debt service budget was reduced by \$600,000 from \$1,500,000 to \$900,000. This year the budget has been further reduced by another \$290,000 to \$610,000. As noted last year, the reduction is temporary. The Town has several large-scale utility infrastructure projects pending, which will impact the enterprise debt budget in the out years – in keeping with the overall capital infrastructure-funding plan for long-term investments. The budget plan relies on \$365,000 in sewer retained earnings for FY2022 operating budget. The \$526,368 to be transferred from the tax levy is to pay for drains-related programs; this is a decrease of \$18,330 from FY2021.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

ARTICLE 22: APPROPRIATE THE FY2022 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2022, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise FY2022								
Line #	Description	FY2020		FY2021		FY2022		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,133,005	17.0	\$1,360,541	17.0	\$1,413,248	17.0	
301B	Expenses	\$1,164,739		\$1,269,070		\$1,294,764		
301C	Capital Outlay	\$15,000		\$15,000		\$40,000		
301D	MWRA Assessment	\$1,412,327		\$1,126,226		\$1,677,742		
301E	Debt Service	\$1,177,829		\$1,250,000		\$1,250,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,902,900	17.0	\$5,095,837	17.0	\$5,750,754	17.0	
FY2022 Budget Percentage Change from FY2021 Budget								12.9%

and to meet this appropriation that \$5,400,754 be raised from Water Enterprise Fund receipts and that \$350,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field. The well field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hullman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports approximately 15,335 installed meters.

The overall operating budget for FY2022 is \$5,750,754 or \$654,917 (12.9%) more than the FY2021 budget. The higher budget is primary due to the \$551,516 increase in the MWRA assessment for the Town's use of water. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2022 water assessment is based on CY2020 water use. The Town's use of MWRA water was up more than 45% from the prior year, 388 million gallons compared to 266 million gallons of water. During calendar year 2019, approximately 22.7% of the total water production came from the MWRA; during calendar year 2020, 29.7% of production came from the MWRA (see table). The preliminary water assessment for FY2022 is \$1,677,742 which is approximately a 49% increase in the assessment. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production	CY2018	CY2019	CY2020
Water Production*	1,308.3	1,174.2	1,305.6
Water Production from MWRA	358.5	266.2	387.8
Water Production from Town Wells	949.8	908.0	917.8
Percentage from MWRA	27.4%	22.7%	29.7%
*millions of gallons			
Water meters replaced	1,454	1,591	385
Percentage of the total number of water meters in place for that year	9.5%	10.4%	2.5%

Note: The lower number of meters replaced was due to COVID-19 restrictions.

The FY2022 salary and wage expense line is \$1,413,248, an increase of \$52,707 (3.7%) over the current budget. The increase is reflective of changes in personnel and the planned implementation of a co-op program with Minuteman Regional High School and other trade schools to encourage students to work and obtain skills in operating water systems. Similar programs are part of the Public Works general fund operation. The water enterprise has 17 full-time employees, of whom 13 are unionized. Twelve employees are members of the NIPEA union, and one employee is a member of the ITWA union. The collective bargaining agreements with the NIPEA and ITWA unions expire on June 30, 2021, and as of the time of the budget submission, successor agreements have not been reached. When agreements with the unions are reached and approved by the Town, supplemental appropriations, if necessary, will be submitted for a future Town Meeting.

The water expense line of \$1,294,764 is \$25,694 higher than the FY2021 budget, approximately 3.9% more. The increase was driven by the increased cost for water meters and related equipment. The increase was \$58,748. However, that increase was mitigated with decreases in the estimated cost for other supplies, materials, and equipment of \$24,316 and a decrease in energy related expenses of \$16,443. Professional

and technical services increased by \$10,100 which pays the costs associated with software, leak detection work, water quality testing, treatment system testing and analysis, and employee training. There was a decrease in printing communication expenses of \$2,600, and there is an increase which is based on contract of \$205 for fire and security monitoring services.

The operating capital line for FY2022 was increased by \$25,000 to \$40,000 for the year. The planned expense is the purchase and replacement of four filter drain valve actuators. The debt service line is level funded at \$1,250,000. The Town has several large-scale water infrastructure projects that will impact the enterprise debt budget in the out years. The water reserve fund at \$75,000 is level dollar for FY2022.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

ARTICLE 23: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation to be spent in FY2022 is \$907,577. Unless circumstances require otherwise, this Chapter 90 allocation will be directed to the design and construction of the next phase of the downtown infrastructure improvement project.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 24: APPROPRIATE FOR EMERY GROVER RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate, or borrow \$1,475,000 for architectural design and engineering for the construction, and/or renovation of the Emery Grover Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$370,000 be transferred from CPA Free Cash; and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$1,105,000 under Massachusetts General Laws Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This request is for the renovation of the Emery Grover building at its present location, as described by BH+A Architects in the Emery Grover Feasibility Study (June 25, 2020). This project represents the historic renovation of the Emery Grover exterior, renovation and modernization of the interior, and the construction of a 50 foot by 100 foot, three-story 18,415 gross square foot addition attached to the rear of the building. The total number of parking spaces would be 66 spaces, between on-site (42) and off-site parking at the Stephen Palmer building (24). This project also includes the temporary use of the old Hillside Elementary School as swing space for school administration personnel during construction. This historic renovation project will be eligible for Community Preservation Act (CPA) funds as a local, state and national historic resource as it is on the National Register of Historic Places. BH+A Architects estimated that the project could be eligible for over 50% of the hard and soft project costs.

ARTICLE 25: APPROPRIATE FOR PRESERVATION OF TOWN MARRIAGE RECORDS

To see if the Town will vote to raise and/or transfer and appropriate \$25,000 for the historic preservation of Town Marriage Records, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This request is from the Needham Town Clerk to scan, index, and digitize the marriage records of the Town of Needham from 1919 to the 1970s. These records will then be uploaded onto a content management system. These original vital records are presently bound and kept in the Town Clerk's vault where there is danger to the preservation of these records through the physical handling by Town Staff, as well as the possibility of natural disasters. This project protects these historically significant documents and mirrors to some degree the process of moving from a paper-based environment to a digital platform similar to the State's birth and death electronic system. The software will enable immediate access to records which will help ensure a higher level of customer care for those who need these legal documents, reducing the amount of time needed to fulfill these requests.

ARTICLE 26: APPROPRIATE FOR TOWN COMMON HISTORIC REDESIGN & RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate \$1,364,000 for the historic redesign and renovation of the Town Common, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,000,000 be transferred from CPA Free Cash and \$364,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Town completed an internal design process for the Town Common and drafted a scope of services which includes improved hardscape, landscaping, amenities, tree plantings, and utility

upgrades that are consistent with the historic nature of the Common and the Downtown Streetscape Improvement Project. This project will install new sod, trees, plantings, low maintenance hardscape materials, and increase handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events. This request is for the funding for the construction phase of this project; the design phase was funded in FY2020.

ARTICLE 27: APPROPRIATE FOR FISHER STREET TRAILHEAD - CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate \$15,000 for the construction of the Fisher Street Trailhead, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This request jointly from the Bay Colony Rail Trail Association (BCRTA) and the Department of Public Works is to construct a trailhead at the Fisher Street. section of the Rail Trail that was completed in 2016. The trailhead would consist of adding a parking area that would include handicapped accessible parking, added guardrail, and tree plantings. Design funds appropriated at the 2019 Annual Town Meeting are being turned back to the Community Preservation Fund, as the design work was done by the Town's Engineering Division.

**ARTICLE 28: APPROPRIATE FOR RESURFACING THE SYNTHETIC TRACK AT
DEFAZIO PARK**

To see if the Town will vote to raise and/or transfer and appropriate \$166,000 for the resurfacing of the synthetic track at DeFazio Park, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds. The Department of Public Works engaged a consultant to evaluate the synthetic track at DeFazio Complex and identified some delamination. Basic maintenance, including the proposed resurfacing of the synthetic track, is required to ensure that a total replacement is not necessary.

ARTICLE 29: APPROPRIATE FOR MCLEOD FIELD RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$48,000 for McLeod Field Renovation Design, to be spent under the direction of the Town Manager, and to meet this appropriation that \$45,000

be transferred from the CPA 2021 General Reserve and \$3,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds. Since McLeod Field was renovated in 2009, there have been several drainage issues related to the 4-foot drainpipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used, and has caused the field to fail prematurely. A full renovation of the subsurface, surface, and improved amenities will be the focus of this design.

ARTICLE 30: APPROPRIATE FOR TRAIL IDENTIFICATION - DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$6,000 for Trail Identification Design, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Conservation Commission has requested funds to create a standardized "look and feel" for signage located at the various parcels including trailheads, trail markers and kiosks. At the present time, each trail under control of the Town has different signage and trail markers at each location, if any is present at all. This request is for the design of a system of identification signage for the trailheads, information kiosks, and directional signage including trail markers for these properties.

ARTICLE 31: APPROPRIATE FOR TOWN RESERVOIR SEDIMENT REMOVAL - DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$262,000 for Town Reservoir Sediment Removal Design, to be spent under the direction of the Town Manager, and to meet this appropriation that \$175,000 be transferred from the Open Space Reserve and \$87,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge to address the pollutants through stormwater into the Charles River Basin and other water bodies. Incorporated into this plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged into the Charles River in Town. This request is to support action items identified in the MOU. In 2003, the EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage Permit took effect. It incorporated several requirements identified in the existing Town's MOU. In April 2016, the second permit issued by the EPA was submitted and went into effect July 1, 2018. This

article addresses some of the requirements for NPDES. The sediment at the bottom of the reservoir is impaired and must be removed and or addressed in another manner to remove the impairment. This is a category 5 impaired water body under NPDES. Category 5 is the worst rating a water body can receive from the EPA. The Town will engage a designer to determine the best way to remove and or address the sediment. This funding request is for the design phase of the project. The funding for the construction phase will be requested in FY2023.

ARTICLE 32: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2022 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee \$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	\$1,225,714
C. Community Housing Reserve	\$764,783
D. Historic Resources Reserve	\$0
E. Open Space Reserve	\$382,391

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. The CPC has decided this year to increase the amount set aside in the Community Housing Reserve to 22%. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

ARTICLE 33: APPROPRIATE TO COMMUNITY PRESERVATION FUND SUPPLEMENT

To see if the Town will vote to appropriate an additional sum pursuant to Massachusetts General Law Chapter 44B to set aside \$11,935 for future appropriation to the Community Housing Reserve and \$11,935 to the Open Space Reserve, and that to meet this appropriation that \$23,870 be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: During FY2020, the Town received additional State matching funds, and as a result the appropriations to the reserve categories were insufficient to satisfy the 10% requirement. This article ensures that the Community Housing Reserve and Open Space Reserve are funded at the legally required amount.

CAPITAL ARTICLES

ARTICLE 34: APPROPRIATE FOR WALKER POND IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate \$125,000 for Walker Pond Improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Walker Pond is choked with excessive aquatic vegetation that needs to be removed for the health of the pond. In FY2022, DPW will start category 1 of the Walker Pond Improvement Project, which involves an analysis of the contributory area providing runoff to the pond. This work will be designed in-house. Interruptions in the stormwater flow are being proposed through the introduction of eight-foot-wide bands or strips of wildflowers and tall grasses, including certain tree types to encourage infiltration and stormwater quality improvements through nutrient uptake and soil activity. Work will include the installation of three six-foot diameter drainage manholes and sumps in order to address sediment and litter removal. The tree infiltration system was designed by the Conservation Commission.

ARTICLE 35: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$3,958,653 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Public Safety	Public Safety Mobile Devices	\$50,000	
Public Safety	LIFEPAK 15 V4 Monitor Defibrillator	\$60,577	
Public Safety	Self Contained Breathing Apparatus	\$192,120	
Public Safety	Personal Protective Equipment	\$43,358	
Public Schools	School Copiers	\$61,264	
Public Schools	School Furniture	\$25,000	
Public Schools	School Technology	\$479,650	
Public Schools	Broadmeadow School Technology Room Conversion	\$213,100	
General Government	Hillside School Boiler Installation	\$16,000	
Public Schools	Polard School Feasibility Study	\$280,000	
Public Schools	Auditorium Theatrical Sound & Lighting Systems Needs Assessment	\$60,000	
Public Works	Permanent Message Boards	\$56,000	
Multiple	Energy Efficiency Upgrade Improvements	\$100,000	
Public Works	Recycling and Transfer Station Property Improvements	\$480,000	
Public Works	Specialty Equipment Specialty Mower (334)	\$38,000	
Community Services	Library Technology	\$48,500	
General Government	Ridge Hill Building Demolition	\$650,000	
Multiple	Fleet Replacement Program	\$1,135,084	
		\$3,958,653	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information:

Public Safety Mobile Devices

This request is for the replacement of laptops and tablets that are used in Needham Police and Fire Department Vehicles. The hardware communicates with the Public Safety CAD software as well as State and Federal websites and databases. The devices themselves are hardened devices for use in more intensive environments. The planned replacement cycle for these devices is six years, supplemented by State 911 Grant Funds when available.

Monitor Defibrillator

A Physio LIFEPAK 15 is the Cardiac Monitor Defibrillator used by Needham Fire on the front-line rescue units. The average life span for this equipment is estimated to be five years. The Department's current LIFEPAK units are two and seven years old respectively. Replacement units offer improved features not available in older units, such as the ability to monitor carbon monoxide in a patient, thereby enhancing diagnosis and treatment protocols. The addition of this piece of equipment will allow the Department to place the aging LIFEPAK on Rescue 3, which serves as a backup ambulance, where it would get limited use and extend its working life. Placement of the LIFEPAK on Rescue 3 will allow it to be upgraded from a basic life support vehicle to an advanced life support vehicle. Finally, having a third LIFEPAK would allow the Department to send other units out to be serviced while continuing operations, without having to borrow a unit from a neighboring town.

Self-Contained Breathing Apparatus

This request is to replace outdated self-contained breathing apparatus (SCBA) units to meet current standards. These units are essential pieces of equipment to maintain the life, safety and health of personnel as they work in fire and other emergency incidents where toxins exist. Much of the Department's equipment was purchased prior to 2012, is outdated by NFPA standards, and is either now or will soon be out of the range of serviceability.

Personal Protective Equipment

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis, ensuring that the life span of the equipment does not exceed the 10-year guideline. Through this program, NFD has been able to ensure that all line personnel have two sets of PPE available, enabling them to clean one set of PPE after an incident while remaining in service for other emergencies. Properly maintaining PPE helps deliver the expected longevity of the equipment and reduces long term health risks faced by personnel. The PPE requested includes boots, helmets, gloves, hoods, firefighting pants and coat.

School Copier Replacement

School photocopiers are located in all the schools and the administration building and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, and teaching packets. Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. The FY2022 request is to replace seven copiers in the following locations: Broadmeadow Room 162, Pollard Rooms 220 and 229, Pollard Classroom M7, and NHS Rooms 609, 503 and 408.

School Furniture

This is an annual appropriation for the replacement of furniture in poor and fair condition throughout the School Department. The FY2022 request is allocated for new classroom furniture as needed for increased enrollment or replacement purposes.

School Technology

The School Department technology replacement program includes desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and

access points. This request of \$479,650 reflects the School Department's classroom technology standard and the decision in FY2017 to move devices with a lifespan of less than five years (Digital Learning Devices, or DLDs, and staff laptops) to the operating budget. The FY2022 request includes \$366,650 for hardware and \$113,000 for infrastructure replacement.

Broadmeadow School Technology Room Conversion

The School Committee implemented Full-Day Kindergarten in September 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed over the next five years resulting from Full Day Kindergarten and projected enrollment growth. These modifications include the conversion of a technology lab at the Broadmeadow School to a classroom to open during School Year 2022/23.

Hillside School Boiler Installation Design

The Hillside School currently has two cast iron boilers to heat the building. Boiler #1 has a leak that needs to be repaired. The existing boilers were installed during the renovation in 1998 and have surpassed their 20-year life cycle. Due to the age of the boilers, many of the parts necessary for continued maintenance are no longer manufactured, so repairing the boilers is becoming increasingly difficult. While the building is no longer being used as a school, it is still in use as swing space. The boilers are necessary in order to prevent the building from freezing and causing major damage. This request is for the design phase of the project. Any salvageable parts will be kept, providing spare parts for boiler #2. Boiler #1 will be replaced with a new boiler.

Pollard School Feasibility Study

The purpose of this study is to provide sufficient development of the School Committee's preferred option at Pollard School for the purpose of allowing the Town to make informed decisions about the retrofit replacement of systems and or building elements, until the renovation work can occur. It is anticipated that this study would entail a review of programming, layout and other factors that could support an eventual realization of the preferred renovation option and allow modifications within the current Pollard that would later be in concert with future plans. This request complements the projects proposed as part of a multi-project strategic plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools.

Auditorium Theatrical Sound and Lighting Systems Needs Assessment

This project is to conduct a needs assessment feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School Auditoriums. These auditoriums are venues for student and community group productions. The theatrical equipment currently installed in these venues, however, is old and not adequate for contemporary musical or theatrical productions. Although some issues are unique to particular venues, some common deficiencies in the audio systems include: speakers, which are poorly placed, insufficient in number and/or non-functioning, thereby impairing the audience's ability to hear what is happening clearly on stage from all seats; sound boards, which are old (analog), partially non-functioning and/or not at a standard that is necessary for a modern musical or theatrical production; and amplification equipment (such as wireless receivers and microphones) that are insufficient in number and/or broken. The lighting systems include fixtures that are partially non-functioning, and uncoordinated with sound delivery. Although the need and vision for these spaces has not yet been fully assessed, school parents and community groups already have engaged in fundraising for equipment upgrades.

Permanent Message Boards

This request is for permanently installed message boards to communicate with residents. Currently the Public Works Department has mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction related notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and often not available for non-emergency notice. This project will alleviate competition for the current message boards. The new message boards will have the capacity to be programmed remotely. The plan is to fund one message board per year. Unless circumstances require otherwise, this funding would support a permanent message board near the intersection of Dedham Avenue and South Street.

Energy Efficiency Upgrade Improvements

This program supports on-going energy efficiency upgrades throughout Town and School buildings. Due to COVID-19, during FY2021, the Building Maintenance Division conducted a recommissioning of all School buildings throughout Town with the goal of increasing air flow in all occupied spaces, correcting controls, and making repairs to the mechanical systems. Many of the pieces of equipment were not designed with the intention of operating at this magnitude, therefore these systems will need to be reevaluated. This request is intended for a review of keeping the systems operating at the necessary level for increased air flow while also evaluating their energy consumption. These systems will need to be rebalanced with both goals in mind. Performing a review of these systems will lead to a list of recommended adjustments that will help inform the upcoming years' Energy Efficient Upgrades submissions.

RTS Property Improvements

This article will be used to fund improvements to the Recycling and Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. The RTS composting operation is presently under a Conservation Commission Negative Determination of Applicability (NDA) resulting from adverse impacts to the wetlands from the compost operations. The NDA calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations. This project will also assist the Town in complying with its 2016 NPDES MS4 Permit. The plan is to grade and pave the existing dirt road behind the salt shed, which is the main access to the salt shed for deliveries and loading. This work will stabilize the road, preventing drainage and runoff problems and prevent erosion of soil into the wetlands adjacent to the RTS.

DPW Specialty Equipment

Specialty equipment fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. In FY2022, the DPW is requesting funding for a specialty mower for the Parks and Forestry Division. This small mower (Unit 334) performs a second cut on highly maintained baseball fields. It has floating cutting decks that provide a higher quality cut and playing surface. It also lessens the amount of scalping and mower damage to the field compared to the large area mowers. Since this machine has a lighter footprint than the large area mowers, it can cut fields even after heavy rains.

Library Technology

This capital request is for the three remaining years of a four-year Library Technology Plan. Year one was funded at the Annual Town Meeting held on June 8, 2020. Unless circumstances require otherwise, FY2022 funding is proposed for the replacement of 29 public computers (Adult 20; Young Adult 4; Children's 4, Community Room 1), and two self check-out computers. The equipment was originally purchased in 2013.

Ridge Hill Building Demolition

The 2019 Annual Town Meeting approved \$50,000 in feasibility funding for the demolition of buildings at the Ridge Hill site. This request would fund the demolition of the Ridge Hill Manor House and Garage at

463 Charles River Street. The existing barn structure is excluded from this scope. Most of the Ridge Hill Reservation is under the jurisdiction of the Conservation Commission, with approximately three acres under the authority of the Select Board. The demolition scope of work includes hazardous materials abatement and disposal; removal of an underground fuel storage tank (UST) at the garage; complete removal of all building elements, foundations, portions of the exterior paved areas and utilities associated with the subject structures and stabilization; and restoration of the site following demolition.

General Fund Fleet Replacement Program

The Town's fleet replacement program was established in FY2015. The program includes a budget and schedule for the Town's rolling stock fleet of approximately 220 vehicles, trailers, and large specialized attachments and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUVs, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively interchangeable. The replacement of these vehicles can proceed on a regular schedule and should be part of the of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles and snow and ice equipment comprise the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general-purpose vehicles but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the proposed FY2022 fleet replacement schedule is as follows.

General Fund Core Fleet Replacement

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
712	Ford Econ Van E250	DPW Building Maintenance	2011	Utility Van Class 2	\$69,831
756	SUV Hybrid	DPW Building Maintenance	2010	SUV Hybrid	\$50,814
45	Ford E150 Van	DPW Engineering	2012	Utility Van	\$54,973
32	Ford F350	DPW Highway	2012	Work Truck Class 3 Pick-up	\$61,916
C-02	Chevy Tahoe	Fire Department	2016	Public Safety Response Vehicle	\$62,540
Van 10	Toyota Sienna	School Department	2015	Passenger Van	\$51,419
Van 9	Toyota Sienna	School Department	2014	Passenger Van	\$51,419

General Fund Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
10	International 7400	DPW Highway	2010	Heavy Duty Truck Class 8 Large Dump	\$284,119
39	Ford F550	DPW Highway	2012	Work Truck Class 5 Dump	\$94,210
R-03	Ford 450 Ambulance	Fire Department	2008	Ambulance	\$353,843

ARTICLE 36: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,639,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts.

Street Resurfacing

The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 15 to 20 years. Specialized surface treatments can be applied within this period to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI under 70 for resurfacing and specialized treatment, and a PCI under 60 for repair and renovation. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Installing a monolithic asphalt berm curb and or granite curbing better defines the edge of the road, improves drainage, and protects the shoulder from erosion. Target funding for street resurfacing in FY2022 is \$990,000.

Sidewalk Program

This program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 130 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvement including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. Target funding for the sidewalk program in FY2022 is \$545,000.

Intersection Improvements

Traffic signals, intersections, and signage require upgrades and reevaluation as infrastructure ages, technology improves, and methods of transportation change. The intersection of Highland Avenue and West Street has aging traffic control infrastructure and can be unreliable. The signals have only one timer, which only allows for one traffic pattern regardless of the time of day. This work will include installing a new traffic signal system with modern technology that will better control the flow of traffic through the intersection, reducing back-ups of traffic. It will also follow the same aesthetic design principals as the downtown improvements. This intersection redesign will comply with complete streets principles. Target funding for intersection improvements is \$860,000.

Storm Drain Capacity Improvements

The Stormwater Master Plan has identified several areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Since the issuance of the original Master Plan, numerous multi-unit developments have been built in the Town. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstance require otherwise, FY2022 funding is targeted for Concord Street and Burnside Road. This project includes construction of a new drain that will be connected to the

recently extended Greendale Avenue drain project to provide additional stormwater capacity. Target funding for storm drain capacity improvements is \$85,000 for the design phase of this project.

Brooks and Culverts

Aging drainage infrastructure including poorly draining brooks, streams, waterways, and culverts throughout the Town have been damaged by heavy rains storms. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of usable abutting property and flooded basements. The Town is requesting funding to hire a consultant to assist with a Master Plan to address deficiencies with the brooks and culverts. This would help to better comply with NPDES requirements. The brooks and culvert requests within the infrastructure article moving forward would be based upon the recommendations of the Master Plan. Target funding for brooks and culverts is \$159,000 in FY2022.

ARTICLE 37: APPROPRIATE FOR PUBLIC SAFETY BUILDINGS CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate, or borrow the sum of \$1,700,000 in order to pay costs of engineering and design services for the reconstruction and/or construction of the Public Safety Building and Fire Station #2, as well as the costs of reconstructing and/or constructing each of such facilities, and all other costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Laws Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Public Safety Building project consists of the reconstruction of Fire Stations 1 and 2, and the Police Station. This capital request is for additional costs to the Public Safety project to account for unforeseen COVID-19 related expenses incurred to enable continuation of work to proceed, keeping the project within established timetables. In addition, soil contamination was found at Fire Station 2 while excavating foundations. In order to mitigate this situation and meet current environmental standards and regulations unforeseen costs were incurred. These costs were outside of predictability at the time of budget estimates and were not carried within the contingency line item that was identified for the project.

ARTICLE 38: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$332,531 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Sewer Enterprise Fund receipts; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$332,531	
		\$332,531	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
29	Int'l 7400 Dump	Sewer	2008	Heavy Duty Class 8 Dump Truck	\$332,531

ARTICLE 39: APPROPRIATE FOR SEWER MAIN REPLACEMENT

To see if the Town will vote to raise, appropriate and/or transfer, or borrow the sum of \$363,000 for sewer main replacement, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in G.L. c. 29C, §1, that to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under G.L. c. 44, §7(1), G.L. c. 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of this amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to G.L. c. 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article is to address the Greendale Avenue Route 128 sewer interceptor from Cheney Street to Great Plain Avenue. The existing sewer line is deteriorating and in need of rehabilitation replacement in order to remain functional. The plan is to replace or reline the 12,000 feet (2.25 miles) of 18-inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way to Great Plain Avenue. This work will be on an interceptor sewer. An interceptor sewer is a trunk sewer that collects and conveys wastewater from numerous sewer lines. During the feasibility study, the Town discovered a blockage of the sewer main and two buried manholes that prevented the consultant from providing a complete inspection of the sewer main. This request is for DPW to complete the design and construction

phases of the removal of the blockage, including updating the current MassDOT permit to allow for this work and CTC investigations of the buried manholes. Additionally, the consultant will provide a contingency plan in case of complications or breakage due to the removal of the blockage. This work is necessary in order to continue with the replacement of the sewer main.

ARTICLE 40: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,016,634 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Water Distribution System Improvements/Rosemary	\$460,000	
Water	Water Distribution System Improvements/South Street	\$250,000	
Water	Fleet Replacement Program	\$306,634	
		\$1,016,634	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Water Distribution System Improvements/Rosemary

In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. There is a water main that is currently located under Rosemary Lake, making leaks difficult to detect and repairs difficult to conduct. The 8" water main under the lake will be removed and relocated to Rosemary Street. This request is for the construction phase of the project – the design was funded in FY2020.

Water Distribution System Improvements Design/South Street

In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. This request is for the design of the replacement of the water main pipe on South Street between Charles River Street and Chestnut Street. It is past its useful life and has had numerous breaks in recent years.

Water Fleet Replacement – Core Fleet

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
40	Ford F350	Water	2012	Work Truck Class 4 Utility	\$78,745

Water Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
30	Ford F550	Water	2012	Work Truck Class 5 Swap Body	\$135,452
25	Ford F450	Water	2012	Work Truck Class 5 Dump	\$92,437

ARTICLE 41: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise, appropriate and/or transfer, or borrow the sum of \$1,000,000 for Water Service Connections, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in G.L. c. 29C, §1, that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under G.L. c. 44, §8, G.L. c. 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to G.L. c. 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Select Board and Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: There are approximately 800 services containing lead remaining to be replaced. The Town currently has in place water treatment practices that reduce the corrosion on lead components, as well as a rigorous testing program. Originally, this program was to replace any components containing lead prior to road repaving, but the Town is ahead of that schedule and continuing to remove any necessary components. Once all lead is removed from the Town system, the Water Division will continue to provide corrosion control through water treatment practices because plumbing inside buildings may still contain lead. Previously, this request has been presented as an annual funding request of \$200,000; due to variability in years, the request has changed to be a \$1,000,000 request every four to five years to allow for continuous replacement.

TOWN RESERVE ARTICLES

ARTICLE 42: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$30,815 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of March 15, 2021 was \$270,101.

ARTICLE 43: APPROPRIATE TO WORKERS COMPENSATION FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$337,000 to the Workers Compensation Fund, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in salaries and expenses over the past decade, and the resolution of several long-standing cases, the fund balance has been declining. The balance in the Reserve as of July 1, 2020 was \$763,248.

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE 44: ACCEPTANCE OF PROVISIONS OF M.G.L. CHAPTER 41 SECTION 111F – SPECIAL INJURY LEAVE INDEMNITY FUND

To see if the Town will vote to accept the fourth paragraph of M.G.L. Chapter 41, Section 111F to create a special fund to be known as the Injury Leave Indemnity Fund, to be expended by the Town Manager without further appropriation for payment of injury leave compensation or medical bills incurred under M.G.L. Chapter 41, Sections 111F or 100, to which appropriations may be made, and amounts received from insurance proceeds or restitution for injuries to firefighters or police officers shall be credited, provided further that said chief executive officer may, if the amounts therein are not immediately necessary or required in the foreseeable future, release specific amounts to the General Fund, or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Explanation: The 2016 Municipal Modernization Act added a paragraph to M.G.L. c. 41 Section 111F to allow cities and towns to establish and appropriate amounts to a special injury leave indemnity fund for payment of injury leave compensation or medical bills incurred for public safety personnel. The monies in the special fund may be expended, with the approval of the chief executive officer and without further appropriation, for such expenses. Any balance in the fund shall carry over from year to year, unless specific amounts are released to the general fund by the chief executive officer upon a finding that the amounts released are not immediately necessary for the purpose of the fund, and not required for expenses in the foreseeable future.

ARTICLE 45: FOSTER CARE TRANSPORTATION REIMBURSEMENT

To see if the Town will vote to authorize the Needham Public Schools to enter into contracts to seek federal reimbursement for foster care transportation activities being carried out by the Town, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues, in accordance with the provisions of M.G.L. Ch. 44 s. 70; or take any other action relative thereto.

INSERTED BY: School Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: Under the Every Student Succeeds Act (ESSA), children in foster care are required to remain in their School of Origin as long as it is deemed to be in the best interest of the child. The School of Origin is responsible for funding the cost of transporting the foster care child to and from school. The Executive Office of Health and Human Services (EOHHS), in a partnership with the Department of Children and Families (DCF) and the Department of Elementary and Secondary Education (DESE), has developed a methodology that could reimburse a share of these transportation costs through Title IV-E, a section of the Social Security Act administered by DCF that provides federal reimbursement to states for services provided to children in foster care and other child welfare services. This voluntary program allows Local Education Authorities (LEAs) such as the Needham Public Schools to report their eligible transportation expenditures for children in foster care to the state to be claimed for federal

reimbursement. It is estimated that LEAs will receive about 20% of reported costs in reimbursement. Reimbursement for transportation expenditures covered by any other federal funding source is not allowable (e.g., special education, homeless, Title I, etc.), even if that transportation is for a child in foster care, in order to avoid potential duplication of claiming.

The aforementioned agencies (DCF, EOHS and DESE) have developed a voluntary, supplemental foster care transportation reimbursement program under the authority of M.G.L. Ch. 44 s. 70. Under this statute, a city or town, by vote of its town meeting, town council or city council, and with the approval of the selectmen, town manager or mayor, can authorize the LEA to enter into contracts to seek federal reimbursement for activities being carried out by the municipality, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues. If authorized, Needham could begin submit claims in FY22 for the foster care transportation expenses it has incurred in FY2021. (Although federal rules allow for a maximum of eight quarters of claiming, the DESE program will process claims for the prior fiscal year only.) Although anticipated FY2021 expenditures are small (\$945, which would yield a reimbursement of approximately \$189 at 20% in the first year of implementation), expenditures vary from year to year on a case-specific basis. FY20 expenditures totaled \$14,960, for instance, which could have yielded a potential reimbursement of \$2,992 had this program been implemented in the current year. At present, the payments received under this program would be received by the General Fund.

ARTICLE 46: SPECIAL EDUCATION STABILIZATION FUND

To see if the Town will vote to establish a Special Education Stabilization Fund in accordance with M.G.L. Chapter 40, s. 13 E; or take any other action relative thereto.

INSERTED BY: School Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: M.G.L. Chapter 40, s. 13 E, as authorized by Section 24 of Chapter 218 of the Acts of 2016, provides for the establishment of a Special Education Stabilization Fund. Although special education expenses are normally paid from the school operating budget, these expenses can increase unexpectedly by hundreds of thousands of dollars to meet Individualized Educational Plan requirements or changing student needs. A special education reserve fund would provide a transparent and manageable way to address extraordinary and unanticipated increases in special education, tuition and transportation, that otherwise could not be met by existing operational resources. Under the law, a school district, by a majority vote of both the school committee and the legislative body, may establish and appropriate (or transfer) money to a reserve fund to be utilized in upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. The balance in such reserve fund is limited to two per cent of the annual net school spending of the school district. Additionally, funds in the reserve fund can only be expended or transferred out after a majority vote of both the School Committee and Select Board. Once the fund is established, the Department of Elementary and Secondary Education allows the School Committee to include a separate line item within its annual budget request to appropriate monies into the stabilization fund. Alternatively, Town Meeting could take separate action to appropriate funds to the SPED Reserve Fund, by majority vote. The School Department desires to create such a fund to provide a source of funding for extraordinary, unbudgeted increases in special education costs, including out of district tuitions and transportation. The balance in the fund would be built up gradually over time, via annual appropriations to the fund. The proposed first year contribution to the fund would be made in FY2023, as part of the Town's regular budgeting process.

ARTICLE 47: AMEND GENERAL BY-LAW – AUTHORIZE TOWN CLERK TO ENSURE CONSISTENCY IN NUMBERING

To see if the Town will vote to insert a new Section 1.15 of the General By-Laws as follows: “The Town Clerk is authorized to assign appropriate numbers or letters to by-law sections, subsections, paragraphs and subparagraphs where none are approved by Town Meeting; and if such numbering or lettering is approved by Town Meeting, to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revisions to references regarding such numbering or lettering as contained within the by-laws to ensure accuracy and conformity;” or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Explanation: Amendments to the General By-laws of the Town of Needham often include the insertion of new sections and the re-numbering of existing sections. On occasion, the number or lettering included in an approved amendment is inconsistent with the existing By-laws. If approved, this article will authorize the Town Clerk to make non-substantive corrections to ensure that the By-law number and lettering system is accurate.

ARTICLE 48: NEEDHAM UNITE AGAINST RACISM RESOLUTION

To see if the Town will adopt a Resolution to support the Racial Equity Vision Statement and Guiding Principles recommended by the Needham Unite Against Racism Initiative Working Group and approved by the Select Board; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Select Board voted to create the Needham Unite Against Racism Initiative (NUARI) and appointed the NUARI Working Group. One of the charges for the Working Group was to articulate a recommended vision for racial equity in Needham, and guiding principles to inform future actions. At its meeting on March 22, 2021 the NUARI working Group voted a vision statement and guiding principles, that was the adopted by the Select Board on March 23, 2021. The Vision Statement and Guiding Principles are as follows:

Racial Equity Vision Statement

Needham will be a community free of racism, racial bias, prejudice and discrimination. Our residents, schools, businesses, organizations and government will work together to identify barriers to racial equity and create solutions, opportunities, resources and support for removing them.

- We will work collaboratively and democratically toward a just, equitable, antiracist community.*
- We will work to identify and change current policies, procedures, practices, and cultural norms in Needham that prevent meaningful access to opportunities because of race.*
- We will create opportunities for the community to confront unpleasant truths and seek solutions that always amplify values of racial equity.*
- We will intentionally create spaces for respectful dialogue and difficult conversations toward racial amity.*

- *We will actively engage with those who feel the impact of racism most directly, seeking their input, guidance, and honoring the wisdom of their experience.*
- *We will commit as individuals to be intentional in our efforts to learn and practice anti-bias and antiracism, transforming our thinking, attitudes and behaviors.*

Guiding Principles in Support of The Vision Statement For Racial Equity In The Town Of Needham

1. *Racial equity in Needham means that the experiences of people of color are the same as those of the white majority – from day to day interactions, housing opportunities, interactions with the police and other first responders, employment, and educational opportunities, etc. On the path to racial equity...*
 - *People of color will see others of color in leadership roles in government, business, the school system, and civic groups.*
 - *Our community will have opportunities to learn a more complete version of American history and its relevance to today's challenges.*
 - *Students in schools will experience equity with regard to all aspects of their education (e.g. placement, acknowledgement, recognition, engagement, discipline, curriculum and co-curricular involvement).*
 - *People of color will feel safe, validated and treated equitably with respect to public safety (e.g. arrests, use of force, motor vehicle stops, traffic infractions, handcuffing, and criminal applications).*
 - *People of color will feel safe, validated, included and treated equitably in all Town-related activities (e.g. town meeting/government, services and events).*
 - *In the decision making process, the voices and experiences of people of color will be honored and respected as valid (e.g. equity in hiring, engagement and promotion, programs and events are inclusive and equity minded, intentional anti-bias efforts are employed in all considerations).*
 - *All races will want to live here – Needham will be a desirable community for everyone. The town will take proactive measures to support a more racially and economically diverse and inclusive population (e.g. housing access, mixed income and diversity of housing stock).*
2. *A healthy and equitable community recognizes the harm created by implicit bias, intolerance and racism and strives to embrace diversity and inclusion by using a racial equity lens to promote anti-racist behaviors and attitudes in all aspects of civic and inter-personal living.*
3. *We value lifelong ongoing self and group learning and critical social analysis to acknowledge and to further understand the dominance of white culture and privilege throughout US history, and the importance of disrupting racial structures that perpetuate it.*
4. *Becoming anti-racist means that we must tackle our own implicit bias, intolerance and discriminatory lenses - thus, bringing about restorative justice, healing and reconciliation to truly bring together the community we live in.*
5. *All members of the community commit to engaging with good will and respect in order to repair and build healthy relationships.*

Support of this non-binding resolution by Town Meeting will be a further signal to the community of the importance of racial equity in our Town.

ARTICLE 49: CITIZENS' PETITION – STORAGE OF RECEPTACLES USED FOR HOUSEHOLD WASTE DISPOSAL PICKUP AT RESIDENTIAL PROPERTIES BY COMMERCIAL VENDORS

To Amend the General Bylaws as Follows:

1. To include, immediately following Section 2.5.1 of the General Bylaws;

Section 2.5.1.1

Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties By Commercial Vendors: Except between the hours of 9:00 PM the day before and 9:00 PM on the day of household waste, hereinafter defined, disposal pickup by a commercial waste disposal vendor, hereinafter defined, any and all receptacles of any kind used for such purpose shall be stored at least thirty (30) feet from the abutting paved edge of all public ways or otherwise not visible from a public way within the Town of Needham. For purposes of this article, Household waste shall mean any house dirt, ashes or garbage, recycling or other refuse or garbage, or any grease or bones or any refuse substances from any residential dwelling house of any kind. Commercial waste disposal vendor, for purposes of this article, shall mean any entity whatsoever that, for hire, removes and transports household waste from any residential dwelling house of any kind in the Town of Needham.

To include, immediately following Section 8.2.2.7 of the General Bylaws;

2. Section 8.2.2.7.1

Enforcement of Section 2.5.1 of the General Bylaws

The Enforcement Agents for Section 2.5.1.1 of the General Bylaws: Health Director, Environmental Health Agent, or Chief of Police

Fine Schedule:

First Offense - \$50

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

INSERTED BY: Select Board on behalf of Joseph L. Leghorn, et. al.

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: This petition, if enacted, would regulate the storage of curbside household waste receptacles other than the period 9:00 p.m. the day before and 9:00 p.m. the day of trash pick-up.

ARTICLE 50: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Select Board, or any Town officer or committee,

to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Select Board

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least seven days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 9th day of March 2021.

Maurice P. Handel, Chair
Matthew D. Borrelli, Vice Chair
Marianne B. Cooley, Clerk
Daniel P. Matthews, Member
John A. Bulian, Member

Select Board of Needham

A true copy,

ATTEST _____ 2021
Constable (month) (day)

**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2020**

Budget	Date of Action	Amount
Planning and Community Development - Consulting Services	18-Dec-19	\$30,000
Total Approved from General Reserve Fund		\$30,000
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Total Approved from Sewer Reserve Fund		\$0
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Total Approved from Water Reserve Fund		\$0
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GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)

as of March 19, 2021

(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>GENERAL GOVERNMENT</u>		
<u>Select Board/Town Manager</u>		
Town Manager	Contract	Contract
Assistant Town Manager/Dir. of Ops.	K-28	\$131,713 - \$163,311
Director of Human Resources	K-25	\$107,626 - \$133,469
Support Services Manager	K-22	\$83,514 - \$103,552
Public Information Officer	GE-21	\$73,183.50 - \$91,845.00
Economic Development Manager	GE-21	\$73,183.50 - \$91,845.00
Asst. Dir. Of Human Resources	GE-20	\$68,289.00 - \$85,605.00
Benefits Administrator	GE-18	\$56,647.50 - \$71,058.00
Administrative Coordinator - HR	G-15	\$25.75 - \$32.31
Administrative Assistant	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
<u>Town Clerk</u>		
Town Clerk	Elected	Elected
Assistant Town Clerk	GE-18	\$56,647.50 - \$71,058.00
Department Assistant 2	I-13	\$21.59 - \$27.09
Department Specialist	I-14	\$23.47 - \$29.43
<u>Legal</u>		
Town Counsel	Sch C	\$75,140

FINANCE

<u>Assessors</u>		
Director of Assessing	K-24	\$99,580.00 - \$123,489.00
Asst. Director of Assessing	GE-20	\$68,289.00 - \$85,605.00
Field Assessor	I-18	\$29.05 - \$36.44
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 1	I-12	\$19.70 - \$24.73
<u>Finance Department</u>		
Asst Town Manager/Dir. of Finance	K-28	\$131,713 - \$163,311
Finance & Procurement Coordinator	GE-21	\$73,183.50 - \$91,845.00
<u>Accounting</u>		
Town Accountant	K-24	\$99,580.00 - \$123,489.00
Assistant Town Accountant	GE-20	\$68,289.00 - \$85,605.00
Payroll Coordinator	I-18	\$29.05 - \$36.44
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Specialist	I-14	\$23.47 - \$29.43
<u>Information Technology Center</u>		
Director, MIS	K-25	\$107,626 - \$133,469
Network Manager	IE-23	\$83,908.50 - \$105,261.00
Applications Administrator	IE-20	\$68,289.00 - \$85,605.00
GIS/Database Administrator	IE-20	\$68,289.00 - \$85,605.00
Technology Support Technician	I-19	\$31.89 - \$40.01
Computer Operator	I-15	\$25.75 - \$32.31

TITLE	GRADE	ANNUALIZED SALARY
		RANGE
<u>Treasurer/Collector</u>		
Treasurer/Collector	K-24	\$99,580.00 - \$123,489.00
Assistant Treasurer/Collector	GE-20	\$68,289.00 - \$85,605.00
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Department Assistant 1	I-12	\$19.70 - \$24.73
<u>Finance Committee</u>		
Finance Comm. Exec. Secretary	GE-19	\$62,185.50 - \$78,019.50

PUBLIC SAFETY

<u>Police Department</u>		
Police Chief	Contract	Contract
Deputy Police Chief	K-27	\$123,667 - \$153,356
Lieutenant	P-3	\$116,894 - \$130,292
Sergeant	P-2	\$34.69 - \$41.20
Police Officer	P-1	\$24.24 - \$33.51
Animal Control Officer	GU-16	\$25.63 - \$32.17
Administrative Specialist	I-15	\$25.75 - \$32.31
Police Maintenance Assistant	GU-15	\$24.14 - \$30.29
Administrative Assistant	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Public Safety Dispatcher	GU-15	\$24.14 - \$30.29
<u>Fire Department</u>		
Fire Chief	Contract	Contract
Deputy Fire Chief, Operations	F-5	\$51.30 - \$56.08
Deputy Fire Chief	F-4	\$40.92 - \$48.59
Fire Captain	F-3	\$38.88 - \$42.51
Fire Lieutenant	F-2	\$32.99 - \$39.09
Firefighter	F-1	\$24.85 - \$33.02
Fire Inspector (40 hours)	F-1	\$26.09 - \$34.65
Emergency Management Program Administrator	GE-22	\$78,351 - \$98,299.50
Fire Director of Administrative Services	IE-20	\$68,289 - \$85,605
Administrative Assistant	I-14	\$23.47 - \$29.43
Public Safety Dispatch Supervisor	GU-19	\$29.90 - \$37.51
Public Safety Dispatcher	GU-15	\$24.14 - \$30.29
<u>Building</u>		
Building Commissioner	K-24	\$99,580 - \$123,489
Assistant Building Commissioner	GE-21	\$73,183.50 - \$91,845
Inspector of Plumbing and Gas	G-19	\$31.89 - \$40.01
Inspector of Wires	G-19	\$31.89 - \$40.01
Local Building Inspector	G-20	\$35.02 - \$43.90
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09

TITLE	GRADE	ANNUALIZED SALARY RANGE
PUBLIC WORKS		
<u>Administration</u>		
Director of Public Works	K-28	\$131,713 - \$163,311
Assistant Director of Public Works	K-26	\$115,672 - \$143,425
Director of Finance & Administration/Public Services	K-24	\$99,580 - \$123,489
Compliance Coordinator	GE-20	\$68,289 - \$85,605
Administrative Analyst	GE-18	\$56,647.50 - \$71,058
Senior Admin. Coordinator	I-17	\$28.16 - \$35.32
Department Specialist	I-14	\$23.47 - 29.43
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09
<u>Engineering Division</u>		
Town Engineer	K-26	\$115,672 - \$143,425
Assistant Town Engineer	GE-22	\$78,351 - \$98,299.50
Contract Administrator	GE-21	\$73,183.50 - \$91,845
Civil Engineer	GE-19	\$62,185.50 - \$78,019.50
Senior AutoCad Technician	GU-19	\$29.90 - \$37.51
Survey Party Chief	GU-18	\$27.23 - \$34.16
AutoCad Technician	GU-16	\$25.63 - \$32.17
Engineering Aide	GU-15	\$24.14 - \$30.29
<u>Garage Division</u>		
Fleet Supervisor	K-22	\$83,514 - \$103,552
Master Mechanic	W-7	\$30.41 - \$36.81
Equipment Mechanic	W-5	\$25.71 - \$31.39
<u>Highway Division</u>		
Division Super. Highway	K-24	\$99,580 - \$123,489
Assistant Superintendent - Highway	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Public Works Specialist 2	W-5	\$25.71 - \$31.39
Public Works Technician	W-5	\$25.71 - \$31.39
HIMEO	W-4	\$23.96 - \$29.37
Craftsworker	W-4	\$23.96 - \$29.37
Laborer 2	W-2	\$21.02 - \$25.83
<u>Park & Forestry Division</u>		
Division Super. Parks	K-24	\$99,580 - \$123,489
Assistant Superintendent - Parks	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Craftsworker	BT-2	\$26.03 - \$31.31
Tree Climber	W-4	\$23.96 - \$29.37
HIMEO	W-4	\$23.96 - \$29.37
Laborer 3	W-3	\$22.53 - \$27.53
Laborer 2	W-2	\$21.02 - \$25.83
<u>Recycling & Transfer Station</u>		
Division Super. Solid Waste	K-24	\$99,580 - \$123,489
Assistant Superintendent - RTS	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Public Works Specialist 1	W-4	\$23.96 - \$29.37
HIMEO	W-4	\$23.96 - \$29.37
Laborer 2	W-2	\$21.02 - \$25.83

TITLE	GRADE	ANNUALIZED SALARY
		RANGE
<u>Water Division</u>		
Division Super. Water & Sewer	K-24	\$99,580 - \$123,489
Water Treatment Facility Manager	GE-21	\$73,183.50 - \$91,845
Public Works Inspector	W-6	\$27.75 - \$33.89
Working Foreman	W-6	\$27.75 - \$33.89
Craftsworker	BT-2	\$26.03 - \$31.31
Pumping Station Operator	W-5	\$25.71 - \$31.39
Public Works Technician	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Laborer 3	W-3	\$22.53 - \$27.53
Laborer 2	W-2	\$21.02 - \$25.83
<u>Building Maintenance Division</u>		
Director of Building Maintenance	K-26	\$115,672 - \$143,425
Assistant Director of Building Maintenance	GE-21	\$73,183.50 - \$91,845
Facility Operations Shift Supervisor	GE-20	\$68,289 - \$85,605
Administrative Analyst	GE-18	\$56,647.50 - \$71,058
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Senior Custodian 2	BC-3	\$25.40 - \$30.37
Senior Custodian 1	BC-2	\$24.21 - \$28.94
Custodian	BC-1	\$21.10 - \$25.22
HVAC Technician	BT-4	\$32.60 - \$39.24
Carpenter	BT-3	\$28.59 - \$34.40
Plumber	BT-3	\$28.59 - \$34.40
Electrician	BT-3	\$28.59 - \$34.40
Craftsworker	BT-2	\$26.03 - \$31.31
Warehouse Person	BT-1	\$23.69 - \$28.49
<u>Sewer Division</u>		
Assistant Superintendent - Sewer & Water	GE-20	\$68,289 - \$85,605
Chief Pumping Station Operator	W-7	\$30.41 - \$36.81
Public Works Inspector	W-6	\$27.75 - \$33.89
Working Foreman	W-6	\$27.75 - \$33.89
Pumping Station Operator	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Craftsworker	BT-2	\$26.03 - \$31.31

PUBLIC FACILITIES

<u>Division of Public Facilities</u>		
Director of Design and Construction	K-26	\$115,672 - \$143,425
Senior Project Manager	K-24	\$99,580 - \$123,489
Project Manager	K-22	\$83,514 - \$103,552
Administrative Specialist	I-15	\$25.75 - \$32.31

HEALTH AND HUMAN SERVICES

<u>Division of Public Health</u>		
Director of Health and Human Services	K-26	\$115,672 - \$143,425
Assistant Director of Public Health	GE-22	\$78,351 - \$98,300
Assistant Director of Public Health for Nursing and Behavioral Health	GE-22	\$78,351 - \$98,300
Environmental Health Agent	I-20	\$35.02 - \$43.90
Public Health Nurse	IE-20	\$68,289 - \$85,605
Program Coordinator	G-16	\$27.34 - \$34.31
Sr. Substance Use and Prevention Program Coordinator	GE-20	\$68,289 - \$85,605
Administrative Coordinator	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09

TITLE	ANNUALIZED SALARY	
	GRADE	RANGE
<u>Division of Aging Services</u>		
Director of Aging Services	K-24	\$99,580 - \$123,489
Assistant Director of Aging Services/Counseling and Volunteers	GE-21	\$73,184 - \$91,845
Assistant Director of Aging Services/Programs and Transportation	GE-20	\$68,289 - \$85,605
Administrative Assistant	I-14	\$23.47 - \$29.43
Program Coordinator	G-16	\$27.34 - \$34.31
Assistant Program Coordinator	G-15	\$25.75 - \$32.31
Social Worker 2	IE-19	\$62,185.50- \$78,019.50
<u>Division of Youth & Family Services</u>		
Director of Youth and Family Services	K-23	\$91,560 - \$113,533
Social Worker 2	IE-19	\$62,185.50- \$78,019.50
Administrative Assistant	I-14	\$23.47 - \$29.43

PLANNING & COMMUNITY DEVELOPMENT

<u>Planning</u>		
Director of Planning & Comm. Develop	K-25	\$107,626 - \$133,469
Assistant Town Planner	GE-19	\$62,185.50 - \$78,019.50
Administrative Assistant	I-14	\$23.47 - \$29.43
<u>Community Development</u>		
Director of Conservation	K-22	\$83,514 - \$103,552
Conservation Specialist	I-17	\$28.16 - \$35.32
Administrative Specialist	I-15	\$25.75 - \$32.31

CULTURE AND LEISURE SERVICES

<u>Library</u>		
Director of Public Library	K-24	\$99,580 - \$123,489
Assistant Director of Public Library	GE-21	\$73,183.50 - \$91,845
Children's Librarian	GE-18	\$56,647.50 - \$71,058
Library Reference Supervisor	GE-19	\$62,185.50 - \$78,019.50
Library Children's Supervisor	GE-19	\$62,185.50 - \$78,019.50
Library Technology Specialist/Archivist	GE-19	\$62,185.50 - \$78,019.50
Library Technical Services Supervisor	GE-19	\$62,185.50 - \$78,019.50
Reference Librarian/Audio Visual Specialist	GE-18	\$56,647.50 - \$71,058
Reference Librarian/Program Specialist	GE-18	\$56,647.50 - \$71,058
Reference Librarian/Young Adult	GE-18	\$56,647.50 - \$71,058
Library Circulation Supervisor	GE-17	\$54,912 - \$68,874
Assistant Children's Librarian	G-15	\$50,212.50 - \$63,004.50
Assistant Cataloger	G-14	\$45,766.50 - \$57,388.50
Library Assistant	G-13	\$42,100.50 - \$52,825.50
<u>Park & Recreation</u>		
Director of Park and Recreation	K-24	\$99,580 - \$123,489
Assistant Director, Park & Recreation	GE-22	\$78,351 - \$98,299.50
Recreation Supervisor	I-16	\$27.34 - \$34.31
Administrative Specialist	I-15	\$25.75 - \$32.31
Administrative Assistant	I-14	\$23.47 - \$29.43

NEEDHAM PUBLIC SCHOOLS

OPERATING BUDGET CLASSIFICATION

	Budgeted FY 2018 Funded FTE	Budgeted FY 2018 Salary * Minimum	Budgeted FY 2018 Salary * Maximum	Budgeted FY 2019 Funded FTE	Budgeted FY 2019 Salary * Minimum	Budgeted FY 2019 Salary * Maximum	Budgeted FY 2020 Funded FTE	Budgeted FY 2020 Salary * Minimum	Budgeted FY 2020 Salary * Maximum	Budgeted FY 2021 Funded FTE	Budgeted FY 2021 Salary * Minimum	Budgeted FY 2021 Salary * Maximum
Superintendent	1.00	224,155	224,155	1.00	235,363	235,363	1.00	238,960	238,960	1.00	240,155	240,155
Central Administrators	4.00	150,225	173,124	5.00	140,084	178,880	5.00	150,000	184,428	5.00	172,394	187,194
High School Principal	1.00	152,205	152,205	1.00	158,293	158,293	1.00	167,320	167,320	1.00	171,084	171,084
Middle School Principals	2.00	143,150	143,150	2.00	148,876	149,084	2.00	152,294	156,905	2.00	151,539	155,340
Elementary Principals	5.00	127,250	142,250	5.00	132,340	147,940	5.00	138,012	152,013	5.00	140,772	155,053
High School Assistant Principals	3.00	95,209	133,558	3.00	98,795	138,588	3.00	100,277	140,667	3.00	103,840	142,780
Middle School Assistant Principals	2.60	90,080	128,276	2.60	93,007	132,445	2.60	94,402	134,431	2.80	98,176	134,992
Elementary Assistant Principals	3.00	81,324	119,361	3.10	88,200	127,473	3.50	89,523	129,385	4.10	95,940	135,915
K-12 Directors	7.00	84,904	131,107	7.00	87,664	141,128	7.00	89,512	135,724	7.80	99,750	141,330
Directors of Special Education	2.50	83,307	132,593	2.50	90,110	140,087	2.50	91,462	142,188	2.50	103,840	148,060
Special Education 6-8 Curriculum Coordinators **	10.97	83,715	123,849	8.17	86,436	127,874	-	NA	NA	-	NA	NA
Middle School Department Chairs	0.50	51,745	51,745	0.50	60,833	60,833	9.37	87,732	129,792	8.87	94,400	129,800
Assistant Athletic Director **	6.00	85,808	126,945	5.30	88,597	131,071	0.50	63,266	63,266	0.50	68,318	78,113
High School Department Chairs/ Director of Literacy K-8/ Athletic Director	8.81	48,987	103,378	495.25	50,089	105,704	6.00	89,925	143,245	5.70	98,400	151,875
Department Chairs K-8 Curriculum Coordinators	113.46	\$17,215/hr	\$33,899/hr	114.19	\$17,044/hr	\$33,564/hr	510.13	50,841	107,289	522.62	51,858	109,435
Teachers/ Guidance Counselors/ Psychologists/ Therapists **	3.29	\$16,433/hr	\$18,571/hr	4.29	\$17,099/hr	\$18,944/hr	11.05	50,841	119,462	12.05	51,240	135,000
Nurses **	2.00	75,366	114,857	2.00	78,380	119,451	5.29	\$17,411/hr	\$35,964/hr	135.20	\$17,301/hr	\$34,221/hr
Instructional Assistants **	4.00	88,105	124,384	4.00	91,629	129,359	2.00	81,516	124,229	2.86	\$10,351/hr	\$24,291/hr
Permanent Substitutes	-	NA	NA	-	NA	NA	4.00	85,000	134,434	5.00	85,235	130,418
Network Administrator Engineer	6.94	\$25,921/hr	\$33,271/hr	6.96	\$26,444/hr	\$33,944/hr	-	NA	NA	-	NA	NA
Information Technology Database Administrators	12.69	\$15,744/hr	\$20,933/hr	12.32	\$16,051/hr	\$21,351/hr	5.96	\$27,101/hr	\$34,791/hr	5.96	\$27,371/hr	\$35,141/hr
Instructional Technology Operations Manager	1.00	\$19,336/hr	\$25,731/hr	1.00	\$21,151/hr	\$27,981/hr	11.83	\$17,644/hr	\$23,321/hr	11.82	\$17,821/hr	\$23,551/hr
Computer Technicians	35.00	\$19,336/hr	\$31,211/hr	36.07	\$20,731/hr	\$31,831/hr	1.00	\$21,681/hr	\$28,681/hr	1.00	\$21,901/hr	\$28,971/hr
School Office Assistants	0.20	122,540	122,540	0.20	127,442	127,442	40.92	\$21,681/hr	\$32,631/hr	40.14	\$21,901/hr	\$32,961/hr
Mail/ Carrier Production Center Operator	0.09	43,154	43,154	0.09	45,760	45,760	0.44	132,540	132,540	0.44	138,191	138,191
Secretaries, Accounts Payable, Bookkeepers, Payroll Clerks **	3.97	70,931	100,472	3.97	67,512	96,607	3.97	70,213	56,950	3.97	64,450	109,502
Director of Planning & Community Education **	6.57	\$16,681/hr	\$25,041/hr	6.57	\$17,101/hr	\$25,671/hr	8.18	\$17,521/hr	\$25,801/hr	8.46	\$17,781/hr	\$26,431/hr
Volunteer Coordinator **	1.28	\$14,471/hr	\$16,061/hr	1.29	\$14,831/hr	\$16,461/hr	1.29	\$16,061/hr	\$16,061/hr	1.29	\$16,301/hr	\$16,301/hr
Executive/Administrative Secretaries **	0.97	62,733	62,733	0.97	65,242	65,242	0.36	47,590	47,590	0.36	60,803	78,113
Bus Van Drivers	0.97	69,022	69,022	0.97	71,783	71,783	0.97	65,816	65,816	0.97	73,100	83,582
Bus Van Monitors **	0.98	75,974	75,974	0.98	79,013	79,013	0.98	82,173	82,173	0.98	85,235	97,456
Community Ed Marketing & Registration Mgr/ Volunteer Coordinator **	1.00	86,852	86,852	1.00	90,327	90,327	1.00	93,940	93,940	1.00	85,235	97,456
Human Resources Specialist **	2.00	85,000	97,760	2.00	88,400	101,670	2.00	91,936	105,737	2.00	95,769	123,036
Lead Payroll Supervisor **												
Lead Accountant **												
Business & Operations Coordinator												
Asst. Director Finance & Human Resources												
Total	739.40			749.31			794.18			808.36		

* All salaries expressed in full-time equivalent terms
 ** Partially Funded in Operating Budget

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DEBT APPENDIX A

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Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate ^a	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
Public Services Administration Building (Series I)													
Interest						240,000							
Public Services Administration Building (Series I)	27-Oct-08	5	4,000,000	01-Aug-26	3.16%	3,600							
						243,600							
Public Services Administration Building (Series II)													
Interest						75,000	75,000	75,000	75,000	75,000			
Public Services Administration Building (Series II)	27-Oct-08	5	1,000,000	01-Dec-24	3.07%	11,438	9,094	6,563	3,938	1,313			
						86,438	84,094	81,563	78,938	76,313			
Town Hall (Series III)													
Interest						25,000	25,000	25,000	25,000	25,000	25,000		
Town Hall (Series III)	18-May-09	35	385,000	01-Aug-26	2.63%	4,656	4,031	3,375	2,656	1,906	1,156	25,000	
						29,656	29,031	28,375	27,656	26,906	26,156	391	
												25,391	
Kendrick Street Bridge Repair													
Interest						75,000	75,000						
Kendrick Street Bridge Repair	12-May-10	35	750,000	01-Aug-21	2.21%	2,813	938						
						77,813	75,938						
Public Services Administration Building (Series III)													
Interest						10,000	10,000	10,000					
Public Services Administration Building (Series III)	27-Oct-08	5	100,000	15-Jul-22	3.69%	1,000	600	200					
						11,000	10,600	10,200					
59 Lincoln Street & 89 School Street													
Interest						3,000	3,000	3,000	3,000	3,000	2,000	10,000	4,000
59 Lincoln Street & 89 School Street	14-May-12	8	52,500	15-Jul-32	2.93%	865	745	625	505	415	365	1,183	120
						3,865	3,745	3,625	3,505	3,415	2,365	11,183	4,120
Senior Center (Series I)													
Interest						50,000	50,000	50,000	50,000	50,000	50,000	240,000	90,000
Senior Center (Series I)	07-Nov-11	14	1,000,000	01-Nov-32	3.38%	19,756	18,256	16,756	15,256	13,756	12,256	37,697	3,544
						69,756	68,256	66,756	65,256	63,756	62,256	277,697	93,544
59 Lincoln Street & 89 School Street													
Interest						50,000	50,000	50,000	50,000	50,000	50,000	250,000	100,000
59 Lincoln Street & 89 School Street	14-May-12	8	1,005,000	01-Nov-32	3.39%	20,500	19,000	17,500	16,000	14,500	13,000	41,063	3,938
						70,500	69,000	67,500	66,000	64,500	63,000	291,063	103,938
37-39 Lincoln Street													
Interest						30,000	30,000	30,000	30,000	30,000	30,000	150,000	60,000
37-39 Lincoln Street	16-May-12	31	605,000	01-Nov-32	3.39%	12,300	11,400	10,500	9,600	8,700	7,800	24,638	2,363
						42,300	41,400	40,500	39,600	38,700	37,800	174,638	62,363

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
51 Lincoln Street Interest						50,000	50,000	50,000	45,000	45,000	45,000	225,000	90,000
51 Lincoln Street	13-Nov-12	17	950,000	01-Nov-32	3.39%	18,825	17,325	15,825	14,400	13,050	11,700	36,956	3,544
						68,825	67,325	65,825	59,400	58,050	56,700	261,956	93,544
Senior Center (Series II) Interest						255,000	255,000	255,000	255,000	250,000	250,000	1,250,000	750,000
Senior Center (Series II)	07-Nov-11	14	5,050,000	15-Jul-33	3.54%	119,350	110,425	102,775	93,850	85,000	77,500	262,500	45,000
						374,350	365,425	357,775	348,850	335,000	327,500	1,512,500	795,000
DPW Complex - Garage Bays Interest						80,000	80,000	80,000	80,000				
DPW Complex - Garage Bays	13-May-13	42	800,000	15-May-24	2.09%	6,800	5,200	3,600	2,000				
						86,800	85,200	83,600	82,000				
Senior Center (Series III) Interest						55,000	55,000	55,000	55,000	50,000	50,000	250,000	150,000
Senior Center (Series III)	07-Nov-11	14	1,050,500	15-May-34	2.83%	19,900	18,800	17,700	16,600	15,225	13,975	49,950	10,500
						74,900	73,800	72,700	71,600	65,225	63,975	299,950	160,500
66 - 70 Chestnut Street Interest						70,000	70,000	70,000	70,000	70,000	70,000	350,000	210,000
66 - 70 Chestnut Street	04-Nov-13	22	1,330,000	15-Nov-33	3.35%	32,550	29,750	26,950	24,150	21,350	18,550	57,575	9,450
						102,550	99,750	96,950	94,150	91,350	88,550	407,575	219,450
Central Avenue/Elliott Street Bridge Interest						50,000	50,000	50,000	50,000	50,000	50,000	50,000	
Central Avenue/Elliott Street Bridge	11-May-15	43	500,000	15-Jan-27	4.00%	14,000	12,000	10,000	8,000	6,000	4,000	2,000	
						64,000	62,000	60,000	58,000	56,000	54,000	52,000	
Public Works Infrastructure Program Interest						150,000							
Public Works Infrastructure Program	11-May-15	42	750,000	15-Jan-21	4.00%	6,000							
						156,000							
Central Avenue/Elliott Street Bridge Interest						80,000	80,000						
Central Avenue/Elliott Street Bridge	11-May-15	43	240,000	15-Jul-21	5.00%	6,000	2,000						
						86,000	82,000						
Rosemary Recreational Complex Interest						455,000	300,000	150,000	150,000	150,000	150,000	450,000	
Rosemary Recreational Complex	08-May-17	33	2,260,000	15-Jul-28	5.00%	78,875	60,000	48,750	41,250	33,750	26,250	33,750	
						533,875	360,000	198,750	191,250	183,750	176,250	483,750	

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
Memorial Park Building						270,000	85,000	85,000	85,000	75,000	75,000	295,000	
Interest						57,917	32,875	28,625	24,375	20,375	16,625	29,125	
Memorial Park Building	07-May-18	30	970,000	01-Aug-29	5.00%	327,917	117,875	113,625	109,375	95,375	91,625	324,125	
Jack Cogswell Facility						205,000	205,000	205,000	205,000	205,000			
Interest						30,750	41,000	30,750	20,500	10,250			
Jack Cogswell Facility	07-May-18	35	1,025,000	01-Feb-25	5.00%	235,750	246,000	235,750	225,500	215,250			
Memorial Park Building						110,000	110,000	110,000	110,000				
Interest						13,200	16,500	11,000	5,500				
Memorial Park Building	07-May-18	30	440,000	01-Feb-24	5.00%	123,200	126,500	121,000	115,500				
Public Services Administration Building						500	206,000	210,000	215,000	190,000	195,000	185,000	
Interest						33,765	56,250	45,950	35,450	24,700	15,200	7,400	
Public Services Administration Building	27-Oct-08	5	1,201,500	01-Feb-27	4.52%	34,265	262,250	255,950	250,450	214,700	210,200	192,400	
Public Works Infrastructure Program						95,000							
Interest						2,850							
Public Works Infrastructure Program	07-May-18	34	95,000	01-Feb-21	5.00%	97,850							
Pollard School Roof Replacement						70,000	70,000	70,000					
Interest						7,000	4,200	1,400					
Pollard School Roof Replacement	10-Nov-10	10	725,000	15-Jul-22	3.67%	77,000	74,200	71,400					
Pollard School Boiler Replacement						70,000	70,000						
Interest						3,500	1,050						
Pollard School Boiler Replacement	13-May-13	40	565,000	15-Jul-21	3.22%	73,500	71,050						
High School Cafeteria Construction						150,000	150,000	150,000	150,000	150,000	150,000	150,000	
Interest						42,000	36,000	30,000	24,000	18,000	12,000	6,000	
High School Cafeteria Construction	02-Nov-15	11	1,500,000	15-Jan-27	4.00%	192,000	186,000	180,000	174,000	168,000	162,000	156,000	
High School Expansion Construction						650,000	650,000	325,000	325,000	325,000	325,000	1,625,000	1,300,000
Interest						221,000	188,500	164,125	147,875	131,625	115,375	346,125	78,000
High School Expansion Construction	02-Oct-17	11	6,500,000	15-Jul-34	3.86%	871,000	838,500	489,125	472,875	456,625	440,375	1,971,125	1,378,000

Town of Needham Schedule of Outstanding Long Term Debt Service

DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
2021	2022	2023	2024	2025	2026	2027 - 2031	DEBT SERVICE After 2031
454,000	255,000	255,000	255,000	255,000	255,000	1,275,000	1,000,000
229,683	151,700	138,950	126,200	113,450	100,700	313,525	59,375
683,683	406,700	393,950	381,200	368,450	355,700	1,588,525	1,059,375
5,500							
165							
5,665							
4,904,058	3,906,639	3,094,919	2,915,105	2,581,365	2,218,453	8,029,876	3,969,833
200,000	200,000	200,000	200,000	200,000	200,000	305,000	
53,450	47,200	40,450	33,700	26,700	19,450	16,150	
253,450	247,200	240,450	233,700	226,700	219,450	321,150	
550,000							
8,250							
558,250							
280,000	280,000	280,000	280,000	280,000	280,000	800,000	
79,600	68,925	61,050	52,650	43,900	34,450	44,125	
359,600	348,925	341,050	332,650	323,900	314,450	844,125	
655,000	645,000	640,000	630,000				
86,425	63,700	38,000	12,600				
741,425	708,700	678,000	642,600				
452,000	452,000	452,000	452,000	452,000	448,000	2,240,000	886,000
158,260	140,180	122,100	104,020	90,460	81,460	263,380	26,380
610,260	592,180	574,100	556,020	542,460	529,460	2,503,380	912,580
110,000	110,000	110,000	110,000	110,000	110,000	550,000	220,000
45,100	41,800	38,500	35,200	31,900	28,600	90,338	8,663
155,100	151,800	148,500	145,200	141,900	138,600	640,338	228,663

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
Eliot School Interest						250,000	250,000	245,000	245,000	245,000			
Eliot School	01-May-00	32	2,562,000	15-Nov-24	3.94%	44,400	34,400	24,500	14,700	4,900			
						294,400	284,400	269,500	259,700	249,900			
High School Series 1 Interest						460,000	460,000	460,000	455,000	455,000	450,000		
High School Series 1	12-May-03	31	4,775,000	15-Nov-25	3.97%	100,400	82,000	63,600	45,300	27,100	9,000		
						560,400	542,000	523,600	500,300	482,100	459,000		
High Rock School Design Interest						25,000	25,000	25,000	25,000	20,000	20,000	18,500	
High Rock School Design	01-Nov-06	9	187,770	01-Aug-26		5,840	4,840	3,840	2,840	1,940	1,140	370	
						30,840	29,840	28,840	27,840	21,940	21,140	18,870	
High Rock & Pollard School Projects Interest						55,000	55,000	55,000	50,000	50,000	50,000	46,500	
High Rock & Pollard School Projects	16-May-07	41	429,470	01-Aug-26		13,360	11,160	8,960	6,860	4,860	2,860	930	
						68,360	66,160	63,960	56,860	54,860	52,860	47,430	
High School (Series IIA) Interest						495,000	490,000	490,000	485,000	485,000			
High School (Series IIA)	12-May-03	31	2,991,900	01-Aug-24		87,900	68,200	48,600	29,100	9,700			
						582,900	558,200	538,600	514,100	494,700			
Public Works Infrastructure Program Interest						150,000							
Public Works Infrastructure Program	11-May-15	42	750,000	15-Jan-21	4.00%	6,000							
						156,000							
Central Avenue/Eliot Street Bridge Interest						80,000	80,000						
Central Avenue/Eliot Street Bridge	11-May-15	43	240,000	15-Jul-21	5.00%	6,000	2,000						
						86,000	82,000						
Owens Farm Land Purchase Interest						280,000	280,000	280,000	280,000	280,000	280,000	1,400,000	2,940,000
Owens Farm Land Purchase	02-Nov-15	13	7,000,000	15-Jan-42	3.70%	225,700	214,500	203,300	192,100	180,900	169,700	680,500	639,800
						505,700	494,500	483,300	472,100	460,900	449,700	2,080,500	3,579,800
609 Central Land Purchase Interest						25,000	25,000	25,000	25,000	25,000	25,000	125,000	200,000
609 Central Land Purchase	09-May-16	7	730,000	15-Jan-39	3.68%	17,750	16,750	15,750	14,750	13,750	12,750	48,750	32,594
						42,750	41,750	40,750	39,750	38,750	37,750	173,750	232,594

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*
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William School Construction Project Interest	05-Oct-16	2	18,000,000	15-Jul-43	3.53%
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William School Construction Project Interest	05-Oct-16	2	7,400,000	01-Aug-41	3.48%
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Public Safety Building & Station 2 Design Interest	02-Oct-17	11	340,000	01-Aug-20	5.00%
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Public Safety Buildings Construction Interest	10-Oct-18	10	11,565,000	01-Aug-44	3.36%
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High Rock & Pollard School Projects Interest	16-May-07	41	3,788,500	01-Feb-29	4.30%
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Public Safety Buildings Construction Interest	10-Oct-18	10	18,540,000	01-Feb-40	2.86%
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Total General Fund Debt Service Excluded from the Levy Limit

DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
2021	2022	2023	2024	2025	2026	2027 - 2031

DEBT SERVICE	DEBT SERVICE
2027 - 2031	After 2031

720,000	720,000	720,000	720,000	720,000	720,000	3,600,000	9,360,000
649,800	613,800	577,800	541,800	505,800	469,800	1,837,800	2,022,300
1,369,800	1,333,800	1,297,800	1,261,800	1,225,800	1,189,800	5,437,800	11,382,300

1,210,000	295,000	295,000	295,000	295,000	295,000	1,475,000	3,240,000
374,225	235,481	220,731	205,981	191,231	176,481	662,631	517,441
1,584,225	530,481	515,731	500,981	486,231	471,481	2,137,631	3,757,441

340,000							
14,167							
354,167							

480,000	475,000	470,000	465,000	465,000	465,000	2,305,000	6,440,000
583,433	410,700	387,075	363,700	340,450	317,200	1,241,550	1,326,813
1,063,433	885,700	857,075	828,700	805,450	782,200	3,546,550	7,766,813

500	463,000	470,000	475,000	475,000	480,000	1,425,000	
102,225	170,350	147,200	123,700	99,950	76,200	113,600	
102,725	633,350	617,200	598,700	574,950	556,200	1,538,600	

1,540,000	895,000	895,000	895,000	895,000	895,000	4,475,000	8,050,000
395,190	581,650	536,900	492,150	447,400	402,650	1,476,250	840,400
1,935,190	1,476,650	1,431,900	1,387,150	1,342,400	1,297,650	5,951,250	8,890,400

11,414,975	9,007,636	8,650,356	8,358,151	7,472,941	6,519,741	25,241,374	36,750,589
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Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027 - 2031	DEBT SERVICE After 2031
Town Hall (Series II) Interest						195,000	195,000	195,000	195,000	195,000	195,000	575,000	
Town Hall (Series II)	18-May-09	35	3,500,000	01-Oct-28	3.36%	56,150	48,716	43,231	37,381	31,288	24,706	32,516	
						251,150	243,716	238,231	232,381	226,288	219,706	607,516	
Town Hall (Series III) Interest						80,000	80,000	80,000	80,000	80,000	80,000	80,000	
Town Hall (Series III)	18-May-09	35	1,225,000	01-Aug-26	2.63%	14,900	12,900	10,800	8,500	6,100	3,700	1,250	
						94,900	92,900	90,800	88,500	86,100	83,700	81,250	
Town Hall (Series IV) Interest						55,000	55,000	55,000	55,000	55,000	55,000	255,000	
Town Hall (Series IV)	18-May-09	35	970,000	15-Jul-30	2.80%	15,625	13,425	11,225	9,025	7,375	6,275	14,613	
						70,625	68,425	66,225	64,025	62,375	61,275	269,613	
Rosemary Recreational Complex Interest						200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	1,600,000
Rosemary Recreational Complex	08-May-17	33	4,000,000	15-Jul-37	3.57%	146,000	136,000	126,000	116,000	106,000	96,000	338,000	198,750
						346,000	336,000	326,000	316,000	306,000	296,000	1,338,000	1,798,750
Rosemary Recreational Complex Interest						471,000	170,000	165,000	165,000	165,000	165,000	805,000	1,115,000
Rosemary Recreational Complex	08-May-17	33	3,221,000	01-Aug-37	3.74%	172,433	110,356	101,981	93,731	85,481	77,231	265,206	110,966
						643,433	280,356	266,981	258,731	250,481	242,231	1,070,206	1,225,966
Rosemary Recreational Complex Interest						7,500							
Rosemary Recreational Complex	08-May-17	33	7,500	01-Feb-21	5.00%	225							
						7,725							
Total CPA Debt Service						1,413,833	1,021,397	988,238	959,638	931,244	902,913	3,366,584	3,024,716
Sewer Rehabilitation Interest						15,000							
Sewer Rehabilitation	07-Nov-05	9	320,000	01-Aug-28	3.39%	225							
						15,225							
Sewer Pump Station GPA Interest						25,000							
Sewer Pump Station GPA	19-May-08	45	550,000	01-Aug-28	3.36%	375							
						25,375							
Sewer Pump Station Reservoir B - MWPAT Interest						283,739	289,906	296,207	302,644	309,222	315,942	1,685,744	726,704
Sewer Pump Station Reservoir B - MWPAT	07-Nov-11	15	6,034,290	15-Jan-33	2.15%	90,517	84,417	78,184	71,816	65,309	58,660	188,409	23,520
						374,256	374,323	374,391	374,460	374,531	374,602	1,874,153	750,224

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*
Sewer Rehabilitation					
Interest					
Sewer Rehabilitation	07-Nov-05	9	500,000	15-Nov-22	4.00%
MWRA Sewer System Rehab - I/I Work					
No Interest					
MWRA Sewer System Rehab - I/I Work	11-Jun-18	48	179,548	15-May-23	
MWRA Sewer System Rehab - I/I Work					
No Interest					
MWRA Sewer System Rehab - I/I Work			440,000	15-Nov-24	
Sewer Rehabilitation					
Interest					
Sewer Rehabilitation	07-Nov-05	9	36,000	01-Feb-28	4.39%
Wastewater System Rehabilitation					
Interest					
Wastewater System Rehabilitation	10-May-17	48	46,000	01-Feb-22	5.00%
Total Sewer Fund Debt Service					
Water System Rehabilitation					
Interest					
Water System Rehabilitation	15-May-06	71	100,000	01-Aug-28	3.41%
Water Distribution System Rehabilitation					
Interest					
Water Distribution System Rehabilitation	18-May-09	56	400,000	01-Dec-24	3.02%
MWPAT Water DWS-08-24					
Interest					
MWPAT Water DWS-08-24	19-May-08	47	765,335	15-Jul-30	2.00%

DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
2021	2022	2023	2024	2025	2026	2027 - 2031	After 2031
70,000	70,000	70,000					
7,000	4,200	1,400					
77,000	74,200	71,400					
35,910	35,910	35,910					
35,910	35,910	35,910					
88,000	88,000	88,000	88,000	88,000			
88,000	88,000	88,000	88,000	88,000			
990	6,000	5,000	5,000	5,000	5,000	10,000	
990	1,650	1,350	1,100	850	600	600	
990	7,650	6,350	6,100	5,850	5,600	10,600	
26,000	20,000						
1,380	1,000						
27,380	21,000						
644,136	601,082	576,050	468,560	468,381	380,202	1,884,753	750,224
5,000							
75							
5,075							
25,000	25,000	25,000	25,000	25,000			
3,813	3,031	2,188	1,313	438			
28,813	28,031	27,188	26,313	25,438			
39,253	40,043	40,848	41,669	42,506	43,361	230,234	
9,853	9,001	8,131	7,244	6,339	5,416	12,572	
49,106	49,044	48,979	48,913	48,845	48,777	242,806	

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*
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St Mary's Pump Station					
Interest					
St Mary's Pump Station	13-May-13	47	1,995,000	15-May-34	2.85%

Water Main Improvements					
Interest					
Water Main Improvements	19-May-08	47	400,000	15-Nov-20	3.95%

St Mary's Pump Station					
Interest					
St Mary's Pump Station	13-May-13	47	1,700,000	15-Nov-33	3.36%

Water System Rehabilitation					
Interest					
Water System Rehabilitation	15-May-06	71	638,000	15-Nov-22	4.00%

Water Service Connections (MWRA)					
No Interest					
Water Service Connections (MWRA)	11-Jun-18	50	1,000,000	15-May-28	

Water System Rehabilitation (MWRA)					
No Interest					
Water System Rehabilitation (MWRA)	11-Jun-18	51	1,131,265	15-May-28	

Total Water Fund Debt Service					
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Total Debt Service					
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Note: Massachusetts Water Pollution Abatement Trust (MWPAAT) loans include many communities and multiple loans and are restructured from time to time by the Trust. The program provides grants and other financial assistance which in some instances results in a low or no interest rate loan.

* Rate reflects the average coupon rate over the life of the loan.

DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
2021	2022	2023	2024	2025	2026	

100,000	100,000	100,000	100,000	100,000	100,000	
38,775	36,775	34,775	32,775	30,275	27,775	
138,775	136,775	134,775	132,775	130,275	127,775	

40,000	40,000	40,000	40,000	40,000		
7,200	5,600	4,000	2,400	800		
47,200	45,600	44,000	42,400	40,800		

90,000	90,000	90,000	90,000	90,000	90,000	
41,550	37,950	34,350	30,750	27,150	23,550	
131,550	127,950	124,350	120,750	117,150	113,550	

120,000	120,000	115,000				
11,800	7,000	2,300				
131,800	127,000	117,300				

100,000	100,000	100,000	100,000	100,000	100,000	
100,000	100,000	100,000	100,000	100,000	100,000	

113,127	113,127	113,127	113,127	113,127	113,127	
113,127	113,127	113,127	113,127	113,127	113,127	

745,445	727,526	709,718	584,277	575,634	503,229	
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19,122,447	15,264,281	14,019,281	13,285,730	12,029,565	10,524,537	
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DEBT SERVICE	DEBT SERVICE
2027 - 2031	

500,000	
99,025	
599,025	

450,000	
72,525	
522,525	

200,000	
200,000	

226,253	
226,253	

1,790,609	
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40,313,197	
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DEBT SERVICE	DEBT SERVICE
After 2031	

295,000	
20,475	
315,475	

260,000	
11,550	
271,550	

587,025	
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45,082,387	
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Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2021	\$4,904,058	\$11,624,875	\$1,413,833	\$644,136	\$745,445	\$19,332,347
2022	\$3,906,639	\$9,353,536	\$1,021,397	\$601,082	\$727,526	\$15,610,181
2023	\$3,094,919	\$9,059,556	\$988,238	\$576,050	\$709,718	\$14,428,481
2024	\$2,915,105	\$8,753,751	\$959,638	\$468,560	\$584,277	\$13,681,330
2025	\$2,581,365	\$7,850,041	\$931,244	\$468,381	\$575,634	\$12,406,665
2026	\$2,218,453	\$6,878,541	\$902,913	\$380,202	\$503,229	\$10,883,337
2027	\$2,134,484	\$6,222,981	\$874,288	\$380,077	\$497,059	\$10,108,889
2028	\$1,651,051	\$5,773,824	\$756,853	\$379,952	\$491,412	\$9,053,092
2029	\$1,593,116	\$5,220,675	\$720,494	\$374,829	\$273,088	\$8,182,201
2030	\$1,381,686	\$4,358,664	\$514,669	\$374,908	\$267,663	\$6,897,589
2031	\$1,269,539	\$4,240,530	\$500,281	\$374,988	\$261,388	\$6,646,725
2032	\$1,224,828	\$4,122,479	\$437,256	\$375,070	\$206,775	\$6,366,408
2033	\$1,184,580	\$4,007,795	\$424,856	\$375,154	\$195,650	\$6,188,035
2034	\$977,269	\$3,362,578	\$413,556		\$184,600	\$4,938,003
2035	\$583,156	\$3,293,347	\$403,356			\$4,279,859
2036		\$3,223,263	\$393,056			\$3,616,319
2037		\$3,151,875	\$382,531			\$3,534,406
2038		\$3,058,041	\$366,853			\$3,424,894
2039		\$2,974,084	\$203,250			\$3,177,334
2040		\$2,871,003				\$2,871,003

Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2041		\$1,907,975				\$1,907,975
2042		\$1,845,650				\$1,845,650
2043		\$1,252,300				\$1,252,300
2044		\$1,213,300				\$1,213,300
2045		\$466,900				\$466,900

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DEBT APPENDIX B

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Town of Needham - Open Authorizations Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Open General Fund Projects - as of March 1, 2021

High School Expansion Design	May-17	43	\$950,000	\$9,500
High School Expansion Construction	Oct-17	13	\$11,125,000	\$84,000
Memorial Park Building Project	May-18	30	\$2,918,000	\$128,000
Public Works Infrastructure Program	May-18	34	\$250,000	\$155,000
Public Works Storage Facility	May-18	35	\$3,503,000	\$2,478,000
Recycling and Transfer Station Property Improvements	May-18	37	\$645,000	\$585,000
Mitchell School Restroom Upgrades	8-Jun-20	23	\$676,700	\$676,700
TOTAL				\$4,116,200

Proposed General Fund Projects for the 2021 STM

Emery Grover Renovation Design	Pending			\$1,105,000
Public Safety Buildings Construction	Pending			\$1,700,000
TOTAL				\$2,805,000

Open CPA Fund Projects - as of March 1, 2021

Rosemary Recreational Complex	May-17	33	\$8,000,000	\$107,500
TOTAL				\$107,500

Town of Needham - Open Authorizations Appendix B
Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
Proposed CPA Fund Projects for the 2021 STM				
NONE				
TOTAL				\$0
Open Sewer Enterprise Fund Projects - as of March 1, 2021				
Wastewater System Rehabilitation	May-17	48	\$600,000	\$7,550
TOTAL				\$7,550
Proposed Sewer Enterprise Fund Projects for the 2021 STM				
Sewer Main Replacement	Pending			\$363,000
TOTAL				\$363,000
Open Water Enterprise Fund Projects - as of March 1, 2021				
Water System Rehabilitation Program	May-15	47	\$635,000	\$12,000
Water Distribution System Improvements	May-17	51	\$1,300,000	\$35,735
Water Distribution System Improvements	May-19	41	\$4,500,000	\$4,500,000
TOTAL				\$4,547,735

Town of Needham - Open Authorizations Appendix B
Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
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Proposed Water Enterprise Fund Projects for the 2021 STM

Water Service Connections		Pending		\$1,000,000
TOTAL				\$1,000,000

Open General Fund Projects Funded by Debt Exclusion - as of March 1, 2021

Williams Elementary School	Oct-16	2	\$57,542,500	\$1,602,504
Public Safety Building & Fire Station #2 Designs	Oct-17	11	\$3,750,000	\$32,000
Public Safety Building & Fire Station #2 Project	Oct-18	10	\$66,245,000	\$34,245,000
SUB TOTAL				\$35,879,504

Proposed General Fund Projects for the 2021 STM to be Funded by Debt Exclusion

NONE				
TOTAL				\$0

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TOWN OF NEEDHAM



2021 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 13, 2021

Business Meeting: May 3, 2021

5:00 P.M.

MEMORIAL PARK (OUTSIDE)

92 ROSEMARY STREET

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to Annual Town Meeting.

2021 Annual Town Meeting Warrant Table of Contents

	PAGE
Finance Committee Fiscal Year 2021 Budget Recommendations	1
FY2022 Annual Town Meeting Warrant Article Index.....	12
FY2022 General Fund Budget Recommendations – Submitted by Finance Committee	13
Reserve Fund Transfers	33
General Government Salary & Staffing Schedule	34
School Department Salary & Staffing Schedule.....	39

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March 15, 2021

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 110th Annual Report to Town Meeting along with its recommended operating budget for Fiscal Year 2022. As is customary, the Finance Committee's recommended budget for FY2022 fully funds the same level of services for next year, and adds some limited new staff or expanded services. What is not typical this year is that we remain in the midst of a global pandemic that has affected every aspect of our lives-- the way that we work, attend school, play sports, celebrate holidays, travel, gather with family, go to cultural events, or even socialize. During this difficult time, many people have gotten sick, lost loved ones, or become unemployed.

The pandemic has also affected the Town and the way that many services are provided. The Finance Committee's recommended budget provides funding for "normal" services as we expect things will be once the pandemic is essentially behind us. We anticipate that many activities will go back to normal, and some things will continue to be done differently and become the "new normal." The Finance Committee's FY2022 operating budget funds these anticipated ongoing costs and services. The May Special Town Meeting warrant will include a separate article to fund those expenses and services that are related to COVID-19 and that we expect will be needed only until there is enough immunity in the general population that more normal activities are resumed. At the time of this report, the U.S. has three safe and effective vaccines approved for adults and older children, but demand far outpaces supply and there is no vaccine yet approved for those under the age of 16. Consequently, we have to be prepared to fund continuing COVID-19 protocols in FY2022, especially in the schools, even though we remain hopeful that we will reach a new normal soon.

As one would expect, the Town's revenue has been affected by COVID-19 as well. Because Needham has always relied heavily on our own property taxes rather than outside sources, Needham is better positioned to weather a crisis like this than other communities that rely more on external support. Property taxes are expected to increase in FY2022, but state aid is projected to decrease overall, as are local receipts. These estimates are conservative, but we feel that this is a prudent approach, due to the uncertainties at both the state and federal levels. This letter contains an overview of the FY2022 operating budget followed by more detailed explanations. The Budgetary Overview section takes a high-level look at the amounts available for General Fund appropriation as well as the main drivers of the proposed increase in the operating budget. This section of the letter closes with an expression of the Committee's concerns looking forward. The second "Components" section of the letter looks at the changes in the individual segments of the Operating Budget.

I. Budgetary Overview

A. Amount Available for General Fund Appropriation

The FY2022 proposed budget and overall spending plan is based on a revenue projection of \$209.4M, which is \$9.8M or 4.9% greater than the adjusted estimate for FY2021. Despite initial conservative estimates, the FY2021 estimated total revenue was readjusted downward almost 2% since this time last year in order to better reflect the actual situation in the wake of the COVID-19 pandemic and the deep global recession that accompanied it. While the economy is expected to improve and strengthen as more vaccines are administered and businesses are re-opened to a greater extent, these projections are conservative to avoid unnecessary exposure. The revenue projection of \$209.4M includes \$207.1M of revenue in the General Fund, plus funds from other sources including CPA-funded debt service and reimbursements from the Enterprise Funds. General Fund revenue comes primarily from property taxes, plus monies from state aid, and local receipts. Additional funds available for appropriation come from Town reserves, free cash, and other sources such as unexpended appropriations. Property taxes are the

primary source of General Fund Revenue, making up over 82% of the expected General Fund revenue in FY2022. In total, FY2022's property tax revenue is increasing by \$7.8M or 4.8% over FY2021.

State aid, which accounts for 6.4% of the estimated General Fund revenue, is projected to decrease by 2.6% or more than \$352K in FY2022. This number assumes no increase in school aid and a significant decrease of 12.5% in unrestricted government aid. The state budget is still pending and subject to change as it makes its way through the process. The particular amount of state aid is always challenging to estimate, and this year it is more uncertain than usual. In the spring of 2020, the economy dipped sharply as businesses slowed or shut down to slow the spread of COVID-19. While economic indicators have since improved, there are still unknowns that could affect state revenue such as the amount of federal aid and stimulus funding and the success of public health measures going forward. The largest component of state aid is Chapter 70 school aid, over 87.2% of state aid to Needham. This component is based partially on school enrollment which increased significantly recently with the start of full-day kindergarten. Chapter 70 aid is projected to remain level from FY2021 to FY2022 in light of lower enrollment, salary increases, and uncertainty at the state level. The second largest component of state aid, accounting for over 12% of the Town's state aid total, is Unrestricted General Government Aid (UGGA), which is expected to decrease by almost \$232K or 12.5%. If these estimates are revised and more funds are found to be available, we will plan to reduce any reliance on reserves to meet FY2022 spending needs.

Local receipts are estimated to bring in a total of \$10.8M or approximately 5.2% of General Fund revenue in FY2022. Local receipts include motor vehicle excise taxes, hotel and meals taxes, charges for services such as ambulances, and license and permit fees. These local receipts are expected to decrease by almost \$511K or 4.5% compared to FY2021. Almost all of the various types of revenue that make up local receipts are projected to remain flat or to decrease in FY2022. Motor vehicle excise taxes make up 44% of local receipts, the largest category, and are projected to decrease 5% in FY2022. This estimate is quite conservative and prudent since overestimating revenue can bring unnecessary risk. The Town's "Charges for Services" category makes up 14% of local receipts, and is comprised of fees taken in for things such as ambulance services, parking permits, and DPW charges. This amount is projected to decrease by \$300K or over 16%. Some fees, such as for parking permits, are paid ahead so that the effects of the economic downturn will lag. The category "Other Excise," primarily meals and hotel taxes, was affected substantially and negatively by COVID-19-related travel restrictions and restaurant closures. These taxes previously made up over 10% of total local receipts, but are expected to account for only about 5.3% of FY2022 local receipts. Thus, while the FY2022 projection for "Other Excise" is expected to increase by 50%, to \$570K, that amount is over 60% lower than pre-pandemic levels of over \$1.5M. As the economy rebounds, we can expect that the amount of local receipts will increase, and will grow as a proportion of the Town's revenue.

This budget plan assumes that \$12.5M of Free Cash will be available this year, an increase of \$4.6M over last year. Free Cash consists of the funds that remain at the close of the prior year: revenue collections that exceed estimated revenue, and expenditures that are lower than appropriations. Needham typically has a significant level of Free Cash each year due to the Town's tendency to budget and spend conservatively. The amount of Free Cash left at the close of FY2020, to be certified in FY2021, is particularly strong because when the pandemic hit, the Town curbed hiring and spending as much as practicable. In addition, a number of activities such as professional training and related travel or community events were curtailed, cancelled, or conducted virtually, thus reducing expenses. Because the level of Free Cash is volatile, much of it should be used for one-time expenditures. Generally, only the portion of Free Cash which is dependable year over year can be deemed recurring and applied to the operating budget. For FY2022, \$3.5M of free cash is recommended to be allocated to the operating budget. This amount represents close to 2% of the FY2022 budget (less the Reserve Fund) and is consistent with the Town's policy on the use of Free Cash for operating expenses.

Funds other than General Fund revenue that are proposed to be appropriated by Town Meeting include \$1.0M of CPA funds to be applied to the FY2022 operating budget for CPA-related debt service, as well as \$1.25M of funds from the Enterprise Funds to reimburse the Town for costs and services such as information technology and insurance. Other funds subject to appropriation may include certain earmarked funds, offsets, and remaining funds from warrant articles from prior years that were not needed for the designated purposes.

B. Allocations for General Fund Appropriation for FY2022

Operating Budget	\$195.8M
Cash Capital (including individual articles)	\$6.8M
Financial warrant articles	\$2.6M
Reserve/stabilization funds	\$0.6M
<u>Other disbursements</u>	<u>\$3.5M</u>
Total	\$209.2M

Please note that the Finance Committee's recommended FY2022 operating budget was voted prior to the issuance of this report, but other appropriations proposed in the various separate warrant articles and their funding sources were still under consideration. Thus, final recommendations may vary. This caveat is especially important this year, as it is still too soon to understand the longer-term effects of COVID-19 on the Town's revenue and operations.

C. Operating Budget

The amount allocated to the FY2022 Operating Budget, \$195.8M, is increasing \$5.6M, or 2.9%, over the Operating Budget for FY2021. The primary drivers of this modest increase are:

Townwide Expenses	Up \$1.4M, or 2.3%
Education	Up \$3.0M, or 3.7%
Community Services	Up \$274K or 5.1%

The largest portion of the annual increase in Townwide Expenses is attributable to Retirement Assessments, and is increasing over \$903K or 9.5%. This increase is needed to meet the actuarial schedule, and necessary to make up for a decrease in the expected rate of return and to account for wage growth and changes in mortality data. Funding for education is always a substantial part of the budget, making up 64% of all departmental budgets and 43% of the total operating budget. The FY2022 education budget is increasing 3.7% from FY2021, a relatively modest amount, primarily due to annual contractual salary increases and additional special education staffing needs. Additional staff positions (8.0 full time equivalents (FTEs)) in the School budget, as well as those in other budgets (2.5 FTEs), require corresponding increases in employee benefits within Townwide Expenses. The Community Services Budget increase is driven by the need for additional summer staffing at the Rosemary Pool to accommodate increased utilization.

As a reminder, the amounts in the operating budget reflect "business as usual" as we understand it now, and do not reflect additional services and costs specifically attributable to COVID-19 mitigation and safety measures (such as vaccine clinics, certain personal protective equipment, additional surface

cleaning and air filtration in buildings, and the School Department's remote academy.) As noted above, those items have been segregated and compiled into a separate warrant article for Town Meeting's approval.

D. Finance Committee Perspective

Needham's practices of budgeting and spending conservatively and maintaining strong reserves has kept the Town in a solid position to handle a crisis such as we are currently experiencing with the COVID-19 pandemic. Although people are being vaccinated against COVID-19 as quickly as doses can be secured, there are still many uncertainties about when we will be resuming normal activities again. Thus, we feel that the Town needs to continue to plan for the "worst," and to be prepared to continue the sometimes costly measures deemed necessary to keep the town functioning and keeping people as safe as practicable. At the same time, we need to also prepare for a return to business as usual, when the schools can be full of teachers and students, and the Library, Center at the Heights, and Rosemary Recreation Complex can return back to in-person programming. We are looking forward to having Town offices being fully staffed and ready to interact regularly with the public in person, and having boards and committees holding their public meetings again in person in our town buildings.

This operating budget plans for the time when things are back to "normal." The FY2022 recommended budget has modest increases, mostly limited to contractual increases for staff salary or for expenses that increase each year. The department managers moderated their spending requests, and are finding ways to re-deploy funds or staff where they can, or are holding off on purchases or hires that can be delayed. Critical services have continued, and a number of COVID-19-related additional services have been added. The Town will seek reimbursement for all qualified COVID-19-related expenses through federal programs including the CARES Act and FEMA, but there must be an appropriation to cover the initial spending. Thus, the Finance Committee's recommended FY2022 budget covers the services that the Town expects and needs on a regular basis, but needs to be considered in conjunction with the complementary warrant article that will provide funding for costs attributable to COVID-19. This separate article is also critical since we fully expect the effects of COVID-19 to continue into FY2022.

The Town also needs to continue to address capital needs. Part of the reason that the FY2022 budget increase is lower than in many recent years is that the Town has passed the peak of the annual debt costs for several significant projects. The Town is planning to take on new capital projects to address buildings that are beyond their useful lives and becoming increasingly less cost effective to repair. The School Committee and School Department have commissioned an updated master plan for school facilities and are working with Town Administration to prepare for major renovation or reconstruction projects at the Pollard and Mitchell Schools. The Schools also plan to begin work on a design for the renovation and partial replacement of the Emery Grover building. Upgrading the DPW administration building is also on the horizon for the Town. The Town will need to plan carefully to manage the debt service for new projects combined with existing debt from prior capital projects, and also to anticipate the increased maintenance and other operating costs associated with the new facilities and the effect that will have on future operating budgets. Increased staffing needs are always a concern, since some of the Town's biggest costs are personnel-related, including salaries and wages as well as the significant cost of benefits such as health insurance and retiree benefits. The Finance Committee looks forward to robust discussions about financing and affordability, and how best to balance interests and prioritize needs.

II. Examination of Components of Proposed FY2022 General Fund Operating Budget

This section addresses the details of the Finance Committee's recommended General Fund operating budget for FY2022. The total recommended operating budget for FY2022 is \$195,800,817, an increase of \$5.6M, or 2.9%, over the current FY2021 operating budget.

Townwide Expenses

Townwide Expenses are costs that are incurred by the Town or that apply across many or all departments. Examples include liability insurance, energy costs, and employee benefits. The Townwide Expense portion of the FY2022 budget is increasing 2.3%. As noted above, the largest component is the increase in Retirement Assessments. Other notable increases include Casualty, Liability, Property and Self-Insurance, and Classification, Performance and Settlements.

Casualty, Liability, Property and Self-Insurance: This line item accounts for the insurance coverage that the Town obtains through the Massachusetts Interlocal Insurance Association (MIIA) for buildings, vehicles, property damage, auto liability, and general liability, as well as a small contingency for non-covered claims. This line item is up \$93K, or 14.0% in FY2022. Additional funding is needed to cover premiums increases as well as coverage for new facilities including the Fire Station headquarters, the Jack Cogswell Building, Fire Station #2, and the Police headquarters. The increase has been tempered by loss prevention and risk mitigation efforts that have created premium savings.

Debt Service: This budget line covers payments for outstanding debt obligations for excluded debt (as a result of Prop. 2 ½ overrides), Community Preservation Act debt, and debt funded within the levy. The FY2022 Debt Service line is declining by \$347K or 1.6% compared to FY2021, driven by decreases in both excluded debt and CPA debt costs. Costs for debt within the levy are increasing 3.0% while the costs for excluded debt are decreasing by 0.5%, and the costs for CPA-funded debt are decreasing 28.3%. Debt service costs fluctuate in accordance with the borrowing schedules for the Town's significant capital projects. This line does not include the costs of any debt that may be authorized at the Annual or Special Town Meetings in May 2021.

Group Insurance, Employee Benefits and Administrative Costs: This line is increasing by 2.1% or \$333K. This amount assumes an 8% increase in health insurance premiums, as well as provisions for additional subscribers and an increase in the number of eligible employees. The health insurance portion of the costs in this line is increasing only 1% due to the transition of all employees to benchmark plans with lower premiums or to qualified high-deductible plans combined with a health savings account. Costs for Medicare and Social Security Tax are level-funded in FY2022. Unemployment expenses in this line are increasing 4% over FY2021. The Town has experienced significant increases in unemployment costs as a result of the pandemic. If the rate of increase continues, additional unemployment costs may be included in the warrant article for COVID-19-related costs. The Workers' Compensation costs in this line are increasing due to increasing claims and declining reserves. The Town is self-funded for workers' compensation, and unused funds may roll over into the reserve. A Special Town Meeting warrant article, if approved, will appropriate funds to replenish the Workers' Compensation Reserve. Another article, if approved, will establish a Special Injury Leave Indemnity Fund to cover public safety employees.

Needham Electric Light and Gas Program: This program covers the costs relating to electricity and natural gas usage, the costs of maintenance and repair of streetlights, and the costs of producing solar electricity that is sold to the grid. This line is decreasing 1.1% or \$43K in FY2022, driven by a reduction in the costs of natural gas, and in the estimated electricity consumption for existing buildings. The budget includes the energy costs for the full year at the new Fire Station #2, and estimates for energy at the Public Safety Complex. Energy costs at the old Police and Fire stations have been removed. The cost of solar energy production is level-funded in the FY2022 budget. This will be offset by revenue coming into the General Fund from lease payments for property used for the solar arrays and by the sale of electricity generated by the arrays.

Retiree Insurance and Insurance Liability Fund: This line is going up 3.2% or \$228K in FY2022. The program, also known as “OPEB” (other post-employment benefits), provides funding for benefits other than pensions for eligible retirees, such as health insurance. The assumed rate of return for OPEB funds was reduced to 6.75% in the FY2021 budget, and is unchanged in the FY2022 budget. A further reduction may be considered in the future. The funding schedule for FY2022 is based on updated mortality tables and changes in assumptions such as the expected number of retirees and spouses and the costs of Medicare supplement plans, which have decreased due to the change in the Town’s health plan offerings. The most recent actuarial analysis was completed on June 30, 2019 and found that the OPEB funded ratio was 35.26% of its projected liability. This funding level compares favorably to our peer communities, though it represents a significant gap.

Retirement Assessments: This line, which funds pensions for retirees as well as unfunded pension liability, is increasing by 9.5%, or \$904K in the FY2022 budget. The Retirement Board reduced the assumed rate of return for pension assets to 7.25% two years ago and further to 6.5% for FY2022. The effects of the reduced rate are being spread over 5 years in order to modulate the impact. The decrease in the rate of return, along with wage growth and mortality data, have resulted in an increase in the Town’s unfunded liability and thus the need to increase the annual contributions in the funding schedule. The Town’s funding status was 65.6% as of January 1, 2020, with a goal of funding outstanding unfunded pension liability in full by June 2033.

Classification, Performance and Settlements: This line item is budgeted at \$858K for FY2022. These funds serve as a reserve for additional personnel-related costs during the fiscal year, including performance-based salary increases for managers or increases resulting from new collective bargaining agreements. The funds may be transferred to the budget lines for the various departments as needed during the fiscal year. As of the date of this report, the collective bargaining agreements for the Needham Independent Town Workers, Needham Independent Public Employees Association, Needham Police Union, Needham Police Superior Officers Association, and Needham Fire Union had not yet settled for FY2022. Therefore, the FY2022 budgets for the affected department budgets do not include funding for salary increases for positions covered by those unions.

Reserve Fund: The Reserve Fund line is a contingency reserve for extraordinary or unforeseen budget needs that arise during the fiscal year. Transfers from the Reserve Fund to other budget lines must be authorized by the Finance Committee. The initial budget request for this line is determined through a formula, but the amount is often adjusted during the budget process. In the past, the Reserve Fund has been used to fund expenses such as unanticipated legal costs or extraordinary costs associated with snow and ice removal. For FY2022, the recommended Reserve Fund appropriation is level-funded at \$2,077,091. The Finance Committee anticipates that this amount will be sufficient. To the extent that the Reserve Fund has a balance at the end of the fiscal year, the funds will flow to free cash for use in a future fiscal year.

A. Municipal Departments (excluding Education)

The Municipal Departments category includes 20 different budgets for operational departments, boards, and committees, as well as the municipal parking program. This report groups the Municipal Departments by functions. It is important to note that, as mentioned above, the recommended budget does not include cost-of-living salary or wage increases for positions covered by the unions which have not yet reached agreements with the Town, specifically: Needham Independent Town Workers, Needham Independent Public Employees Association, Needham Police Union, Needham Police Superior Officers, and Needham Fire Union. Step increases and longevity raises are included at the current year’s rates. If these departments need additional funding for contractual salary increases during the fiscal year, the funds may be transferred from the Classification, Performance and Settlements line in Townwide Expenses. These budgets also exclude costs that are attributable to COVID-19 and not expected to be needed when the

pandemic abates. Those costs, which will be needed in FY2022, have been separately accounted for, to be funded through an article in the Special Town Meeting warrant.

General Government

The FY2022 proposed budget for all General Government departments is 0.7% higher than the FY2021 budget.

Select Board/Office of the Town Manager: This budget is increasing 10.4%, primarily in the salary line due to the transfer of the Economic Development Manager position from the Planning and Community Development Department into the Office of the Town Manager. This budget also has an increase to fund two additional assessment centers in the Human Resources department. (Assessment centers consist of various tests and exercises used to determine suitability of candidates for certain positions, such as law enforcement leadership.) The Human Resources budget also includes some software costs that were previously carried in the Finance Department budget. The Finance Committee has deferred a request to fund the Public Information Officer position in the FY2022 operating budget, instead recommending to fund the position via a warrant article for two additional years, in order to evaluate the need for the position outside of the context of the current public health crisis.

Office of Town Clerk and Board of Registrars: This budget is decreasing by 7.8% due to typical fluctuations attributable to election-related wages and expenses. In FY2022, the Town will conduct one scheduled election, compared to three elections in FY2021.

Town Counsel: This budget remains flat for FY2022. With the unfortunate loss of longtime Town Counsel David Tobin, the Select Board hired a law firm to serve as Town Counsel. While it is not required by law, the Finance Committee is encouraging the Board to put these services out to bid.

Finance Department: This budget includes a 1.7% increase. The Finance Department provides numerous services through its divisions: Accounting, Assessing, Collector, Information Technology Center (ITC), Parking Clerk, Purchasing, and Treasurer. There are often notable annual increases in software licensing fees. However, such increases in the FY2022 budget were offset by the decision to transfer software licensing costs from ITC to other departments that have software for their sole use, reducing the ITC budget by \$38K. Licensed software used by more than one department remains covered by the ITC budget. The Finance Department budget includes step and longevity increases only for employees in the ITWA union, but at the FY2021 rate, since a new labor agreement has not been reached.

Finance Committee: This budget is essentially level-funded.

Planning and Community Development: This budget shows a substantial decrease of 15.6% due to the transfer of the Economic Development Director position to the Office of the Town Manager. The remainder of the department, with the divisions of Planning, Conservation, Design Review Board, and Board of Appeals, is level-funded.

Public Safety

The Public Safety category, which includes the Police, Fire, and Building Departments, has a combined increase of 1.6% in the FY2022 budget. This increase is low because several public safety and administrative collective bargaining agreements were not yet settled when the Finance Committee voted its FY2022 budget recommendation. As noted above, funds have been provided in the Classification, Performance and Settlements line in Townwide Expenses for any personnel-related increases needed after the budget is approved. In addition, there have been some decreases in spending requests, and minimal increases requested.

Police Department: This budget is decreasing 1.6%. The Police Department salary line does not include cost-of-living increases for administrative staff and dispatchers or for positions covered by the police unions since the various bargaining agreements have not settled, as mentioned above, but does include step increases and longevity payments under the current rates. The overall decrease in this department is because of a \$171K reduction in the capital equipment line. This reduction is a result of an extension of the replacement cycle for cruisers, as well as the fact that the FY2021 budget was bumped up to cover the costs of new cruiser equipment needed to fit the new vehicle models. While the new plan is to replace four cruisers every other year rather than every year, there is some concern that this strategy may lead to large fluctuations in the annual budget. The Police Department has filled the new community outreach officer position that was created to focus on issues including mental health, substance abuse, and domestic violence. The Department has requested additional funds in the FY2022 budget for Clinical Support work. This would pay for a Clinician from Riverside Community Care to work on similar issues as the community outreach officer, but with emphasis on the clinical side (half-time, shared with Dedham) in order to help individuals secure the appropriate care and follow-through. The Finance Committee recognizes the importance of such a service, but is recommending to fund the program through a financial warrant article rather than in the FY2022 operating budget in order to give the Department a better opportunity to assess whether the proposed program is the best approach to address the need.

Fire Department: This budget is increasing by 4.2% in FY2022. The Fire Department staffing level increased significantly two years ago with the addition of eight new firefighters. These positions were supported by three years of grant funding, which will be finished in FY2022. Thus, the grant will cover 35% of these salaries for the first eight months of FY2022, and then the operating budget will fund the full salaries for these positions for the last four months of the fiscal year. Starting in FY2023, the operating budget will need to fund the full annual costs of these salaries. As mentioned above, this budget does not include salary cost-of-living increases for the positions covered by the union contracts that are still under negotiation. The overtime budget for the Fire Department is increasing since there are more staff and thus more absences to cover, as well as vacant positions that need to be covered and that have been difficult to fill due to the pandemic and the cancellation of Civil Service exams. The Finance Committee supported funding the request for a replacement “stair chair” to help transport patients down stairs, making it safer for the patients as well as EMS personnel.

Building Department: This budget is increasing 1.5% due to contractual increases in the salary line, and no change in the expense line.

Public Facilities and Public Works

The total combined budget for the Building Design and Construction Department and the Department of Public Works is increasing by 3.1%.

Building Design and Construction Department (BDCD): The BDCD budget has a substantial decrease of 29.9% due to a reduction of 2 positions as the workload ebbs due to the completion (or anticipated completion) of a number of large construction projects over recent years. One project manager is being reassigned from BDCD to the DPW Building Maintenance division to manage construction projects in that department. The second position will be eliminated upon an anticipated retirement in the first quarter. The small expense budget is also decreasing by 22.2% with fewer staff.

Department of Public Works (DPW): This budget is increasing by 4.2%. This department maintains the Town’s infrastructure with the following divisions: Fleet, Highway, Recycling/Solid Waste, Parks and Forestry, Engineering, Building Maintenance, and Administration. The FY2022 DPW budget includes a new project management position in Building Maintenance to oversee the increasing number of construction projects in this department. The position is essentially a transfer from the BDCD. The

FY2022 budget funds an additional staff plumber to help maintain and provide emergency services for the growing number of facilities. The budget also funds a new co-operative program with the Minuteman School or another regional school to hire and provide training to a trades student (such as plumbing or electrical) in Building Maintenance and a horticulture student in Parks and Forestry who will gain career skills and provide support to the divisions. This initiative is expected to help the Town's recruitment of qualified individuals. The Finance Committee's budget does not fund requests for an additional manager for service and parts in the Fleet Division or for additional summer help in Parks and Forestry.

Community Services

The seven departments in the Community Services section of the budget represent less than 3% of the overall FY2022 operating budget while providing invaluable services to residents and businesses throughout the community. These services provided by these departments are funded primarily from the operating budget, but they also secure substantial funding from fees, grants, and donations. Many also receive support through volunteer services. The Community Services budgets together are increasing 5.1% in FY2022, driven by additional summer staffing in the Park and Recreation Department.

Municipal Parking Program: This budget is up 3.1% due to an annual increase in contracted maintenance and repair and leasing costs.

Health and Human Services (HHS): The HHS Department is made up of four divisions: Public Health, Aging Services, Youth and Family Services, and Veterans' Services. HHS also shares certain Emergency Management functions with the Fire Department. The HHS budget is increasing 1.3% in FY2022. While this department has been at the forefront of the Town's services related to the global COVID-19 pandemic, the FY2022 budget assumes "business as usual" and does not include the additional costs needed to administer programs or services or to pay for additional expenses needed due to the ongoing crisis. HHS has done an extraordinary job disseminating public health information, often on a daily basis, creating new programs, including vaccine clinics, and re-designing existing programs to safely meet the needs of residents which have only grown during this difficult time. All of the COVID-19-related costs will be funded through a separate financial warrant article. The small increase in the FY2022 operating budget reflects annual salary increases for staff and some increased expense due to the transfer of software licensing fees to the budget. These increases are offset by a decrease in the Town's Veterans' Services costs. The Town is part of a veterans' service district which is expanding to include an additional town, and which will decrease the cost per member.

Commission on Disabilities: No change in this small budget.

Historical Commission: No change in this small budget.

Needham Public Library: This budget is increasing 0.9% in FY2022, primarily due to contractual salary increases for staff. The Finance Committee recommends deferring the Library's request for an additional reference librarian who would also handle communications efforts. It is unclear how much Library operations may change for good in the wake of the pandemic. Thus, the Finance Committee feels more time is needed to determine whether additional reference services are needed, or whether the Public Information Officer in the Town Manager's Office might assist with communications. The Finance Committee did not recommend funding the OverDrive and WorldCat electronic media subscriptions in the Library's FY2022 operating budget. These important items have been funded for years through the Library's state aid funding. The Finance Committee has had many discussions over the years on whether costs should be included in the operating budget when there is ample money in the Library's state aid account. The Finance Committee realizes that, in general, certain core services should be funded in the annual operating budget. However, the Library's state aid provides a unique external source of funding. The Finance Committee hopes to work with the Library Trustees as they plan to implement a policy for

the Library's use of state aid funding, which should provide guidance during the budgeting process in the coming years. Since state revenue has been negatively affected by the COVID-19 pandemic, there is a chance that the Library's state aid will be cut this year. In the event that the Library does not have sufficient funds for these expenses, they may request a transfer of funds from the Reserve Fund.

Park and Recreation: The Department budget is increasing by a significant 23.3%, primarily due to the costs related to operating the Rosemary Pool facility. The FY2022 budget now funds certain staff positions that were previously funded through a warrant article, and also funds additional staff needed to meet expected demand and maintain safety standards. Pool attendance in the summer of 2019 far exceeded expectations, and staffing increases are needed to properly staff the various areas of the facility. The 2021 minimum wage increase also affects much of the summer staffing. Depending on COVID-19 restrictions, sales of passes may offset the pool's operational expenses to a large extent.

Memorial Park: No change in this small budget.

B. Education

The recommended FY2022 budget for public education, which includes both the Needham Public Schools operating budget and the Minuteman Regional School Assessment, is \$84,833,684, an increase of 3.7% over the FY2021 budget.

Minuteman Regional High School Assessment: The assessment for FY2022 is \$1,230,287, an increase of 11.9%. The assessment is based on increased enrollment from Needham (using a 4-year rolling average) combined with the Town's portion of the Minuteman district's capital costs.

Needham Public Schools: The budget for FY2022 is \$83,603,397, an increase of \$2.9M or 3.6%. The School Department budget represents 63.2% of Needham's departmental budget. It is important to note that this figure does not include the costs for benefits for the School Department employees, which are included in Townwide Expenses with the benefits for all Town employees. (Teacher pensions are provided by the Massachusetts Teachers' Retirement System, not through the Town.) The School Department budget is also exclusive of school facilities costs such as maintenance, energy, or debt costs. The Finance Committee's FY2022 operating budget recommendation fully funds the Superintendent's request and the School Committee's voted budget. Because state law allows Town Meeting to vote only the total appropriation for the School Department, without restrictions or specific allocations, the Finance Committee's recommended budget provides a single bottom line recommendation for the School budget. The Finance Committee does, however, carefully review the Superintendent's requested budget and the School Committee's voted budget.

The School budget increase for FY2022 is a result of the same drivers that we typically see: contractual salary increases and an increasing need for student support services. Often these needs are compounded by enrollment growth. While enrollment is expected to increase from FY2021 to FY2022, enrollment fell significantly due to the COVID-19 pandemic, and is not expected to recover to the same level for at least three years. Salaries are the most significant part of the School budget, accounting for approximately 85% of the total budget. Contractual salary increases account for over 50% of the School budget increase for FY2022. The contractual step and cost-of-living increases have remained within sustainability benchmarks.

Two areas with significant School expenditures are student support services and special education. 4.7 additional FTEs will be needed in these areas in order to provide services to additional students, cover rising out-of-district tuition costs, and provide all mandated services. The School Department has made many efforts in recent years to build capacity to provide special services to students within the district,

which has likely helped temper increases, particularly in special education, and helped keep the requested funding increase for FY2022 at a more sustainable level.

As with the rest of the budget, the School Department's budget is based on "normal" conditions that we expect to see after the pandemic recedes. The School Department anticipates significant additional expenses if COVID-19 protocols are in place during FY2022. The Department has projected that there could be as much as \$3.2M of supplemental costs for Covid-related needs, including 20 more FTEs to run the remote learning academy, support hybrid learners, allow for social distancing, and take other steps to ensure health and safety of students, faculty, and staff. At the time this report was prepared, there was no FDA-approved COVID-19 vaccine for people under the age of 16. Since most students in grades K-12 are under the age of 16, the lack of a vaccine could substantially slow the return to "normal" for the district.

III. Closing Comments

The Finance Committee is deeply grateful for the tireless efforts of managers, staff, volunteers, and elected and appointed officials across Needham for helping to keep the Town functioning at a truly impressive level in the face of the most difficult circumstances. A great many people have had to work harder than ever before to keep up their usual work, and often take on significantly more, often in new or unfamiliar ways. The spending requests this year were clearly mindful of the need to continue to get things done, and also to hold back wherever possible. The Finance Committee's recommended budget for FY2022 provides the resources needed to fund ongoing capital projects and to sustain or improve the high level of services that local residents and businesses currently enjoy. The budget shows that fiscal restraint and careful planning have enabled us to address the growing capital and service needs, but also to prepare for upcoming demands. The Town must continue to consider not only the benefits of each project it undertakes, and the associated capital costs, but the effects on the Town's overall debt capacity, the long-term implications to the operating budget, and the burden on individual taxpayers.

I would like to recognize the outstanding work of Town and School Administration, the Directors of Finance for the Town and Schools, and the department heads and managers who all worked closely with the Finance Committee throughout the budgeting process, and in preparation for Town Meeting. The Finance Committee greatly values the candid discussions and honest efforts by the various managers who provide useful information and help to the Finance Committee as it seeks to evaluate and balance competing operational needs. The Finance Committee would also like to recognize the residents who dedicate their time and expertise to serving our community through elected and appointed positions. We could not accomplish our mission as effectively without their hard work and cooperative spirit.

I would also like to thank each member of the Finance Committee for their dedication and meticulous work in reviewing, examining, and prioritizing financial issues, balancing the budget, and assessing the Town's capital plans and investments. I feel honored to serve alongside such dedicated and talented people as we seek to make recommendations that will serve the best interests of the Town and its residents.

Respectfully submitted on behalf of the Finance Committee,



Carol Smith-Fachetti, Chair

Committee Members:

Joshua W. Levy, Vice Chair
Barry J. Coffman
John Connelly

James Healy
Thomas M. Jacob
Richard Lunetta

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Richard Reilly
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Article	Description	Inserted By	Page
1	Annual Town Election		17
2	Committee and Officer Reports		18
HUMAN RESOURCE ARTICLES			
3	Establish Elected Officials' Salaries	Personnel Board	18
FINANCE ARTICLES			
4	Set the Annual Department Revolving Fund Spending Limits	Select Board	19
ZONING / LAND USE ARTICLES			
5	Amend Zoning By-Law – Highway Commercial 1 Zoning District	Planning Board	20
6	Amend Zoning By-Law – Map Change to Highway Commercial 1	Planning Board	29
7	Citizen's Petition/Amend Zoning By-Law – Map Change to Single Residence B Zoning District	Select Board on behalf of Bruno DiFazio, et al	30
GENERAL ARTICLES			
8	Omnibus	Select Board	31

2021 May Annual Town Meeting Warrant

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-Insurance Program	608,251		665,795		758,900		
2	Debt Service	19,052,139		21,111,388		20,764,142		
3	Group Health Insurance, Employee Benefits & Administrative Costs	14,212,716		16,128,308		16,462,059		
4	Needham Electric, Light & Gas Program	3,086,934		3,901,384		3,858,097		
5	Retiree Insurance & Insurance Liability Fund	6,906,705		7,197,713		7,426,237		
6	Retirement Assessments	8,577,048		9,513,643		10,417,439		
7	Workers Compensation	706,400		746,833		828,731		
8	Classification Performance & Settlements	Transfers only		688,787		858,000		
9	Reserve Fund	Transfers only		2,077,091		2,077,091		
Townwide Expense Total		53,150,193		62,030,942		63,450,696	0.0	2.3%
Select Board and the Office of the Town Manager								
A	Salary & Wages	878,947	9.0	955,961	9.0	1,032,571	10.0	
B	Expenses	101,686		153,795		192,519		
Total		980,633	9.0	1,109,756	9.0	1,225,090	10.0	
Office of the Town Clerk								
A	Salary & Wages	353,740	4.0	397,426	4.0	364,097	4.0	
B	Expenses	52,238		66,305		63,525		
Total		405,978	4.0	463,731	4.0	427,622	4.0	
Town Counsel								
A	Salary & Wages	73,695		75,140			0.0	
B	Expenses	221,532		254,000		329,140		
Total		295,227		329,140		329,140	0	
Finance Department								
A	Salary & Wages	1,963,870	24.0	2,131,333	24.0	2,147,570	24.0	
B	Expenses	966,719		1,282,520		1,324,540		
C	Capital	79,988		95,000		95,000		
Total		3,010,577	24.0	3,508,853	24.0	3,567,110	24.0	
Finance Committee								
A	Salary & Wages	38,374	0.5	39,677	0.5	39,682	0.5	
B	Expenses	553		1,400		1,400		
Total		38,927	0.5	41,077	0.5	41,082	0.5	
Planning and Community Development								
A	Salary & Wages	476,482	6.3	588,545	6.4	491,192	5.4	
B	Expenses	15,362		34,400		34,450		
Total		491,844	6.3	622,945	6.4	525,642	5.4	
General Government		5,223,186	43.8	6,075,502	43.9	6,115,686	43.9	0.7%

2021 May Annual Town Meeting Warrant

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Police Department								
16A	Salary & Wages	6,312,666	61.0	6,912,012	63.0	6,952,629	63.0	
16B	Expenses	256,538		404,312		414,650		
16C	Capital	129,300		284,516		113,156		
	Total	6,698,504	61.0	7,600,840	63.0	7,480,435	63.0	
Fire Department								
17A	Salary & Wages	8,370,953	74.0	8,584,484	76.0	8,965,335	78.0	
17B	Expenses	370,880		407,464		401,179		
17C	Capital	0		24,983		32,784		
	Total	8,741,833	74.0	9,016,931	76.0	9,399,298	78.0	
Building Department								
18A	Salary & Wages	651,353	9.8	761,238	9.8	773,245	9.8	
18B	Expenses	40,795		51,040		51,040		
	Total	692,148	9.8	812,278	9.8	824,285	9.8	
	Public Safety	16,132,485	144.8	17,430,049	148.8	17,704,018	150.8	1.6%
Minuteman Regional High School Assessment								
19	Assessment	1,084,783		1,099,935		1,230,287		
	Total	1,084,783	0.0	1,099,935	0.0	1,230,287	0.0	
Needham Public Schools								
20	Needham Public School Budget	75,550,674	797.6	80,735,089	808.4	83,603,397	816.3	
	Total	75,550,674	797.6	80,735,089	808.4	83,603,397	816.3	
	Education	76,635,457	797.6	81,835,024	808.4	84,833,684	816.3	3.7%
Building Design & Construction Department								
21A	Salary & Wages	303,454	5.0	538,121	5.0	375,937	3.3	
21B	Expenses	10,368		19,495		15,175		
	Total	313,822	5.0	557,616	5.0	391,112	3.3	
Department of Public Works								
22A	Salary & Wages	8,395,747	117.0	9,285,488	119.0	9,651,898	121.0	
22B	Expenses	5,591,838		7,037,810		7,351,890		
22C	Capital	115,649		150,018		178,000		
22D	Snow and Ice	405,172		424,604		428,850		
	Total	14,508,406	117.0	16,897,920	119.0	17,610,638	121.0	
	Public Facilities and Public Works	14,822,228	122.0	17,455,536	124.0	18,001,750	124.3	3.1%
Municipal Parking Program								
23	Program	99,804		130,522		134,592		
	Total	99,804	0.0	130,522	0.0	134,592	0.0	
Health and Human Services Department								
24A	Salary & Wages	1,591,264	17.5	1,867,169	18.4	1,930,899	18.7	
24B	Expenses	298,220		455,040		422,488		
	Total	1,889,484	17.5	2,322,209	18.4	2,353,387	18.7	
Commission on Disabilities								
25A	Salary & Wages	1,500		1,500		1,500		
25B	Expenses	475		550		550		
	Total	1,975	0.0	2,050	0.0	2,050	0.0	

2021 May Annual Town Meeting Warrant

Line #	Description	FY2020 Expended	FTE*	FY2021 Budget	FTE*	FY2022 Finance Committee Recommendation	FTE*	%
Historical Commission								
6A	Salary & Wages							
6B	Expenses	55		1,050		1,050		
	Total		0.0	1,050	0.0	1,050	0.0	
Public Library								
7A	Salary & Wages	1,543,422	15.0	1,641,775	15.0	1,657,051	15.0	
7B	Expenses	324,682		372,140		374,631		
	Total	1,868,104	15.0	2,013,915	15.0	2,031,682	15.0	
Park and Recreation Department								
8A	Salary & Wages	673,162	4.6	807,656	4.6	949,272	4.6	
8B	Expenses	129,092		142,605		222,200		
	Total	802,254	4.6	950,261	4.6	1,171,472	4.6	
Memorial Park Trustees								
9A	Salary & Wages							
9B	Expenses	54		750		750		
	Total	54	0.0	750	0.0	750	0.0	
	Community Services	4,661,675	37.1	5,420,757	38.0	5,694,983	38.3	5.1%
	Department Budget Total	117,475,031	1,145.3	128,216,868	1,163.1	132,350,121	1,173.6	3.2%
	Total Operating Budget	170,625,224		190,247,810		195,800,817		2.9%

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**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 13, 2021
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Center at the Heights, 300 Hillside Ave.
Precinct B	-	Center at the Heights, 300 Hillside Ave.
Precinct C	-	Newman School, 1155 Central Ave. Gym
Precinct D	-	Newman School, 1155 Central Ave. Gym
Precinct E	-	Needham Golf Club, 49 Green Street
Precinct F	-	Rosemary Recreation Complex, 178 Rosemary St.
Precinct G	-	Rosemary Recreation Complex, 178 Rosemary St.
Precinct H	-	Needham Golf Club, 49 Green Street
Precinct I	-	Town Hall, 1471 Highland Ave., Powers Hall
Precinct J	-	Town Hall, 1471 Highland Ave., Powers Hall

on TUESDAY, THE THIRTEENTH DAY OF APRIL 2021

from seven o'clock in the forenoon, until 8:00 o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Members of the Select Board for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Non-Veteran) for Three Years
Two Trustees of Needham Public Library for Three Years;
Two Members of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Needham Housing Authority for Five Years;
Two Members of Park and Recreation Commission for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
One Town Meeting Member from Precinct E for One Year;

Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
One Town Meeting Member from Precinct H for One Year;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years;

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Memorial Park Parking Lot on Monday May 3, 2021 at 5:00 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 3, 2021 at 5:00 p.m. at Memorial Park Parking Lot

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2021, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$74,419
Town Clerk with 6 years of service in that position	\$110,634 ⁽¹⁾
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$8,851, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$71,775. The annual salary of \$110,634 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$11,489. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$16,085; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Select Board have remained unchanged since 1977.

FINANCE ARTICLES

ARTICLE 4: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2022 beginning on July 1, 2021 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½; or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2022 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Department of Public Works	\$250,000
School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2022 Spending Limit
Aging Services Programs	Health and Human Services Department	\$90,000

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with MGL Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Select Board and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting.

ZONING / LAND USE ARTICLES

ARTICLE 5: AMEND ZONING BY-LAW – HIGHWAY COMMERCIAL 1 ZONING DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. Amend Section 2.1, Classes of Districts, by adding the following term and abbreviation under the subsection Industrial:

“HC-1 -- Highway Commercial 1”

2. Amend Section 3.2, Schedule of Use Regulations, by adding a new Section 3.2.7 as follows:

“3.2.7 Uses in the Highway Commercial 1 District

3.2.7.1 Permitted Uses

The following uses are permitted within the Highway Commercial 1 District as a matter of right:

- (a) Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.
- (b) Public parks and playgrounds, municipal buildings or uses.
- (c) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where each establishment contains 5,750 square feet or less of floor area and where all items for sale or rent are kept inside a building.
- (d) Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.
- (e) Craft, consumer or commercial service establishment dealing directly with the general public.

(f) Laundry or dry-cleaning pick-up station with processing done elsewhere.

(g) Professional, business or administrative office, but not including any of the following: a medical clinic or Medical Services Building or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals (hereinafter "Group Practices") or physical therapy, alternative medicine practices, wellness treatments, including but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. "Professional" shall include professional medical, surgical, psychiatric, dental, orthodontic or psychologist practice by a group of two or fewer such professionals ("Non-group Practice").

(h) Bank or Credit Union.

(i) Medical Laboratory or laboratory engaged in scientific research and development and/or experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

(j) Radio or television studio.

(k) Light non-nuisance manufacturing, including, but not limited to, the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

(l) Telecommunications facility housed within a building.

(m) Other customary and proper accessory uses incidental to lawful principal uses. Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Select Board in accordance with Section 6.9.

(n) More than one building on a lot.

(o) More than one use on a lot.

3.2.7.2 Uses Permitted by Special Permit

The following uses are permitted within the Highway Commercial 1 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as it may require:

(a) Light-rail train station.

(b) Adult day care facility.

(c) Private school, nursery, or kindergarten not otherwise classified under Section 3.2.7.1 (a).

(d) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where any establishment contains more than 5,750 but less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

(e) Equipment rental service but not including any business that uses outside storage.

(f) Grocery store provided it does not exceed 10,000 square feet of floor area.

(g) Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting and/or boarding of animals.

(i) Indoor athletic or exercise facility or personal fitness service establishment, which may include outdoor pool(s) associated with such facilities.

(j) External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.7.1(h) hereof.

(k) Group Practices as defined in Section 3.2.7.1(g) and alternative medicine practices, physical therapy, and wellness treatments facilities including, but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. Such uses may have customary and proper accessory uses incidental to the lawful principal uses, including but not limited to, pharmacies.

(l) Live performance theater, bowling alley, skating rink, billiard room, and similar commercial amusement or entertainment places.

(m) Apartment or multi-family dwelling provided that (1) the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3, (2) no more than 240 dwelling units shall be permitted in the Highway Commercial 1 District, (3) at least 40% but not more than 70% of all dwelling units within any project shall be one-bedroom units, and (4) at least 12.5% of all dwelling units shall be Affordable Units as regulated in Section 6.12.”

3. Amend Section 4.7.1, Specific Front Setbacks, by deleting the following provisions:

“(b) On the easterly side of Gould Street from Highland Avenue northerly to land of the New York, New Haven and Hartford Railroad Company, there shall be a fifty (50) foot building setback line;

(c) On the northerly side of Highland Avenue from Gould Street northeasterly to the property of the Commonwealth of Massachusetts, there shall be a fifty (50) foot building setback line.”

4. Amend Section 4.10, Dimensional Regulations for Industrial-1 District, by deleting Section 4.10.4, which refers to Section 4.7.1 (b) and (c).

5. Amend Section 4, Dimensional Regulations, by adding a new Section 4.11 Dimensional Regulations for Highway Commercial Districts as follows:

“4.11 Dimensional Regulations for Highway Commercial Districts

4.11.1 Highway Commercial 1

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.)	Side Setback (Ft.)	Rear Setback (Ft.)	Maximum Height (Ft.)	Maximum Stories	Maximum Lot Coverage	Floor Area Ratio
		(1)	(1) (3)	(1) (3)	(1)	(1)	(2) (4)	(5) (6)
20,000	100	5	10	10	56	4	65%	0.70

(1) a. All buildings shall be limited to a height of 56 feet and four stories, except that buildings within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and buildings within 200 feet of Gould Street shall be limited to a height of 35 feet and 2 ½ stories as-of-right. If the height of a building is increased above the height of 35 feet, the front setback shall be increased to 15 feet and the side and rear setbacks to 20 feet except that, along the MBTA right-of-way the side and rear yard setbacks shall be 10 feet.

b. By Special Permit from the Planning Board, the maximum height of a building may be increased to 3 stories and 42 feet within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and within 200 feet of Gould Street. By Special Permit from the Board, the maximum height of a building may be further increased to the following limits: 5 stories and 70 feet provided the building is not located within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. or within 200 feet of Gould Street.

c. (i) The line from which the 200-foot setback from Highland Avenue referred to in paragraphs a. and b. above shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly N63°56'51"E by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bound/drill hole, then continues on the same northeasterly course an additional 330.54 feet for a total distance from the first mentioned bound of 700 feet. Reference is made to a plan entitled "Plan of Land Gould Street, Needham, MA", prepared by Andover Engineering, Inc., dated July 27, 2000, last revised September 20, 2001, recorded in the Norfolk County Registry of Deeds as Plan No. 564 of 2001, Plan Book 489. (ii) The line from which the 50-foot landscaped setback from Highland Avenue referred to in paragraph d. below shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly N63°56'51"E by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bound/drill hole. If the 1980 State Highway Alteration along Highland Avenue is superseded by a subsequent State Highway Alteration, the 50-foot landscaped setback from Highland Avenue shall be measured from the newly-established street line.

d. Buildings and structures abutting Highland Avenue for the distance described in subsection (1) c. (ii) above and/or abutting Highland Avenue as it continues southwesterly to the intersection with Gould Street and/or abutting Gould Street shall be set back at least 50 feet from said streets. Buildings and structures abutting the layout of Route 128/95 beyond said Highland Avenue distance from stone bound to stone bound shall be set back at least 20 feet from said Route 128/95 layout. Notwithstanding the location or height of any building and structures, the required 50-foot or 20-foot setback shall be a landscaped, vegetative buffer area, which shall be required along the aforementioned street frontages and said layout in order to screen the development. Driveway openings, sidewalks, walkways and screened mechanical equipment shall be permitted in the buffer area.

e. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

f. For purposes of clarity, the required building setbacks and allowed envelopes (including setbacks) for allowance of additional height above 35 feet for the as-of right circumstance and 42 feet for the special permit circumstance are shown on figures 1 and 2 below.

AS OF RIGHT ZONING SETBACKS



Figure 1:

SPECIAL PERMIT ZONING SETBACKS



Figure 2:

- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be increased to 75%.
- (3) No side or rear yard setback is required for shared parking structures between adjoining properties, but only on one side of each lot, leaving the other side or rear yards open to provide access to the interior of the lot.
- (4) A minimum of 25% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. Notwithstanding the preceding sentence, open space may include pervious surfaces used for walkways and patios. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)
- (5) A floor area ratio of up to 1.35 may be allowed by a special permit from the Planning Board. In granting such special permit, the Planning Board shall consider the following factors: the ability of the existing or proposed infrastructure to adequately service the proposed facility without negatively impacting existing uses or infrastructure, including but not limited to, water supply, drainage, sewage, natural gas, and electric services; impact on traffic conditions at the site, on adjacent streets, and in nearby neighborhoods, including, but not limited to, the adequacy of the roads and intersections to safely and effectively provide access and egress; the environmental impacts of the proposal; and the fiscal implications of the proposal to the Town. In granting a special permit, the Planning Board shall also consider any proposed mitigation measures and whether the proposed project's benefits to the Town outweigh the costs and adverse impacts, if any, to the Town.
- (6) The calculation of floor area in determining floor area ratio shall not include parking areas or structures but shall include such active ground floor uses, such as retail, office, institutional, or display as are allowed by Section 4.11.2 (2).

4.11.2 Supplemental Dimensional Regulations

- (1) Notwithstanding Section 3.2.7.1(m) and any other provision of this Section 4.11 to the contrary, a parking garage, even if it is for an as-of-right development, may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet and may not be located within 250 feet of Highland Avenue or the extension of the right-of-way line described in Section 4.11.1 (1) c. (i) or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board. For purposes of clarity the height, coverage and location requirements for the as-of-right and special permit parking garage circumstance are shown on figure 3 below.
- (2) Parking structures may have an active ground floor use, such as retail, office, institutional, or display. Structured parking must be located at least 20 feet from adjacent buildings but may be attached to the building it is servicing if all fire and safety requirements are met.
- (3) Maximum uninterrupted facade length shall be 200 feet.
- (4) All setback, height, and bulk requirements applicable to this Section 4.11 are contained in this Section and no additional requirements occasioned by this district abutting Route 128/95's SRB district shall apply.

PARKING GARAGE LOCATION

Figure 3:



4.11.3 Special Permit Requirements

In approving any special permit under Section 3.2.7.2 and/or Section 4.11, or for any project proceeding under the Highway Commercial 1 district provisions which constitute a Major Project under Section 7.4.2, the Planning Board shall consider the following design guidelines for development: (a) The proposed development should provide or contribute to providing pedestrian and neighborhood connections to surrounding properties, e.g., by creating inviting buildings or street edge, by creating shared publicly accessible green spaces, and/or by any other methods deemed appropriate by the Planning Board; (b) Any parking structure should have a scale, finish and architectural design that is compatible with the new buildings and which blunts the impact of such structures on the site and on the neighborhood; (c) The proposed development should encourage creative design and mix of uses which create an appropriate aesthetic for this gateway to Needham, including but not limited to, possible use of multiple buildings to enhance the corner of Highland Avenue and Gould Street, possible development of a landscape feature or park on Gould Street or Highland Avenue, varied façade treatments, streetscape design, integrated physical design, and/or other elements deemed appropriate by the Planning Board; (d) The proposed development should promote site features and a layout which is conducive to the uses proposed; (e) The proposed development should incorporate as many green building standards as practical, given the type of building and proposed uses; (f) The proposed development should be designed and conditioned to reduce or mitigate adverse impacts on adjacent properties or the surrounding area such as those resulting from excessive traffic congestion or excessive demand for parking; and (g) The proposed development shall include participation in a transportation demand management program to be approved by the Planning Board as a traffic mitigation measure, including but not limited to, membership and participation in an integrated or coordinated shuttle program.”

6. Amend Section 5.1.3, Parking Plan and Design Requirements, by adding at the end of the second sentence of subsection (j) which reads “Such parking setback shall also be twenty (20) feet in an Industrial-1 District” the words “and Highway Commercial 1 District unless a deeper parking setback is required by Section 4.11.”

7. Amend Section 6.5.1 of Section 6.5 Limited Heliports, by adding after the words “Industrial Districts.” in the first sentence, the words “and in the Highway Commercial 1 District,”.
8. Amend Section 6.12, Affordable Housing, by revising the first paragraph to read as follows:

“Any mixed-use building in the Neighborhood Business District (NB) with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. Any building in the Highway Commercial 1 District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. The requirements detailed in paragraphs (a) thru (i) below shall apply to a development that includes affordable units in the Neighborhood Business District. The requirements detailed in paragraphs (a), (c), (d), (e), (f), (g), and (h) below shall apply to a development that includes affordable units in the Highway Commercial 1 District.”
9. Amend Section 7.2.5 of Section 7.2 Building or Use Permit, by adding after the words “Industrial-1 District,” in the first sentence, the words “Highway Commercial 1 District,”.
10. Amend Section 7.4.2 of Section 7.4 Site Plan Review, by adding in the first sentence of the last paragraph, the words “Highway Commercial 1 District,” after the words “Highland Commercial-128,”.
11. Amend Section 7.7.2.2, Authority and Specific Powers (of Design Review Board) by adding after the words “Industrial-1 District,” in the first sentence of the second paragraph, the words “Highway Commercial 1 District,”.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article 5 Information: Following the rezoning of the New England Business Center to establish Needham Crossing and with a parallel review of the Mixed Use 128 area near Wexford Street, the Council of Economic Advisors (CEA) also considered the industrial uses on the southern side of Route 128. The CEA, which was created by the Select Board to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, undertook a review of all Industrial Zoning Districts in late 2013, and, after focusing its efforts on three different areas along Route 128, held public meetings with residents, neighbors, public officials, businesses and landowners in 2014 about potential zoning initiatives. As requested during those discussions, the CEA obtained a build-out analysis, a traffic impact report based on that analysis, and elevation drawings to better understand the impact of any proposed development. After examining the results of those reports, the CEA in 2017 reached out again to the various stakeholder groups and presented its preliminary recommendations to upgrade the zoning adjacent to Route 128 in order to make these areas more economically competitive. The CEA then presented its recommendations to the Select Board in January 2018. The Planning Board and Select Board, having reviewed the proposals from the CEA, determined in 2018 to move forward on only one area; the area circumscribed by Route 128, Highland Avenue, Gould Street, and the MBTA right-of-way. A land use study was completed and a rezoning plan for the noted area was then developed and presented to the October 2019 Special Town Meeting where it received a majority vote but fell short of the 2/3 vote required for passage. Concerns with the overall density profile, traffic impact, use profile and lack of sustainable development principles were noted by Town Meeting members.

In response to input received at the October 2019 Special Town Meeting, a Town-wide Community meeting was held in January 2020 with residents, neighbors, public officials, businesses and landowners to further develop and refine the Town's overall land use goals and strategy for the district. Additionally, a working group comprising representatives from the Planning Board, Select Board, Finance Committee, and Council

of Economic Advisors was established to review the policy objectives of the district and to offer strategies to address the concerns raised at both the October 2019 Special Town Meeting and the January 2020 Community meeting. The working group commissioned an updated traffic study of the district to determine the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. 3D modeling and an updated fiscal impact analysis of the district were completed once the density and use profile of the district were finalized consistent with the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. A revised zoning and land use plan were then prepared which initiative is now expressed in the regulatory framework detailed in this article.

Briefly, the following six modifications have been made from the 2019 rezoning proposal to the current 2021 proposal as follows: (1) The overall density of development within the district has been reduced. Specifically, the as-of-right floor area ratio (FAR) has been reduced from 1.0 to .70 and the special permit FAR has been reduced from 1.75 to 1.35. (2) The maximum building height within the district has been reduced by one story for both the as-of-right and special permit condition. (3) The building setback distance along Gould Street and Highland Avenue has been increased from 20 feet to 50 feet. The noted 50-foot setback area is required to be a landscaped buffer area designed to screen the development from the street. (4) The required open space on the lot has been increased from 20 percent to 25 percent. (5) Permitted uses within the district have been expanded to include multi-family dwellings with an affordable housing requirement of 12.5 percent. (6) The special permit criteria for permit issuance has been expanded to include green building standards. The proposed use and dimensional changes to this area, to be rezoned Highway Commercial 1 ("HC1"), are detailed below.

The amendments to Section 3.2 detail the uses allowed by right and those by special permit. In addition, by listing the uses rather than using the current table of uses, the uses can be clarified and brought up to date. Key changes to the use listing include allowing up to 240 units of multi family dwelling units; allowing greater retail by special permit for more than 5,750 sq. ft. and less than 10,000 sq. ft. (current limit 5,700 sq. ft.); allowing grocery stores of up to 10,000 square feet by special permit; clarifying medical services allowed by right and by special permit (as was done in the Needham Crossing zoning); standardizing the medical laboratory and research and development defined uses; allowing by right more than one use and more than one building on a lot; changing theaters, bowling alleys, skating rinks, billiard rooms and similar commercial amusement or entertainment places from by right to special permit; deleting indoor movie theaters from allowed uses; precluding single family detached dwellings from allowed uses; and precluding certain industrial uses in the district including, inter alia, commercial garages, contractor's yards, lumber or fuel establishments, medical clinics, and previously allowed warehousing, manufacturing and industrial services. The purpose of the use changes are: (1) to ensure that uses allowed by right or by special permit will maximize the economic value of redevelopment to the Town; (2) to ensure that the permitted uses within the district are consistent with the Town's land use goals for this gateway location and the Highland Avenue Corridor; and (3) to subject certain uses presently allowed by right to the special permit process so that they may be properly vetted by the permit granting authority as to impacts and mitigation.

The amendments to Section 4 would create the dimensional requirements for the new Highway Commercial 1 zone. The proposal under the new Section 4.11 establishes height restrictions for the district based upon measured distance from Gould Street and Highland Avenue. For the as-of-right circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 35 feet and 2 ½ stories and beyond 200 feet to a maximum height of 56 feet and 4 stories. For the special permit circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 42 feet and 3 stories and beyond 200 feet to a maximum height of 70 feet and 5 stories. (The current zoning allows 30 feet or two stories.) The proposal would change the front setback to 5 feet for all roadways internal to the site such as TV Place. This 5-foot front setback is applicable across the district unless the building height exceeds 35 feet, in which case the front setback increases to 15 feet, or the building sits on Highland Avenue or Gould Street, where a 50-foot landscaped

vegetative buffer is proposed or along the layout of Route 95/128 where a 20-foot landscaped vegetative buffer is proposed. (Current front setback is 20 feet except along Gould and Highland where a 50-foot building setback and landscape buffer is imposed.) The side and rear setback would change to 10 feet unless the building height exceeds 35 feet, in which case the setback is increased to 20 feet for all side and rear setbacks not abutting the MBTA right-of-way. (The current side setback is 20 feet and the current rear setback is 10 feet). For informational purposes, the required building setbacks and allowed envelopes (including setbacks) for additional height above 35 feet are shown as Figure 1 for the as-of-right condition and as Figure 2 for the special permit condition in the zoning article.

The new zoning creates a maximum lot coverage requirement of 65% and an open space requirement of a minimum of 25%. (The current zoning contains no such requirements.) Changes are also proposed to the maximum FAR; a maximum FAR by right would be .70; the FAR may be increased up to 1.35 by special permit provided certain findings are made. The amendment clearly sets out the specific factors which will allow the exercise of the Board's special permit granting authority. The proposed zoning also sets out the maximum uninterrupted façade length that is allowed—200'. (The current zoning allows a FAR of only 0.5 and in very limited special circumstances 0.65-0.75.)

Finally, the new zoning restricts the bulk, height and location of a parking garage, even if it is for an as-of-right development. A parking garage may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet nor may it be located within 250 feet of Highland Avenue or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board. For informational purposes, the required bulk, height and location requirements of a parking garage under both the as-of-right and special permit condition are shown as figure 3 in the zoning article.

Based on the build-out analysis, traffic report, dimensional analysis, consultant findings and information, and meeting testimony, the Planning Board confirmed that certain dimensional requirements, including front setback, height, floor area ratio, and side setbacks, and use requirements were constraining development under the current zoning rules and, given the properties' regionally prime commercial location along Route 128, is significantly underperforming economically, to the detriment of the Town. Further the Board found that the current industrial district zoning at the property was not reflective of the Town's land use policy goals for this gateway location and that a conversion to a mixed-use district consistent with the land use profile of the remainder of the Highland Avenue corridor was warranted. With rezoning, in time, this area should attract significant high value redevelopment consistent with the Town's land use objectives, which will be overseen by the Planning Board under its site plan review and special permit obligations.

ARTICLE 6: AMEND ZONING BY-LAW – MAP CHANGE TO HIGHWAY COMMERCIAL 1

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Highway Commercial 1 District all that land now zoned Industrial-1 and lying between the Circumferential Highway, known as Route 128/95 and Gould Street and between the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way and Highland Avenue. Said land is bounded and described as follows:

Beginning at a stone bound on the northerly layout line of Highland Avenue at the intersection of Gould Street as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489; thence turning and running southwesterly, westerly and northwesterly along a radius of 44.00 feet a distance of 80.06 feet to a stone bound on the easterly sideline of Gould Street; thence running

northwesterly, northerly, and northeasterly along a curve of radius of 505.00 feet of said sideline of Gould Street a distance of 254.17 feet to a point on the said easterly sideline of Gould Street; thence running N10°49'50"E a distance of 284.29 feet to a point on the said easterly sideline of Gould Street at the intersection of TV Place, a privately owned Right of Way; thence continuing N10°49'50"E a distance of 160.00 feet more or less to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence continuing N10°49'50"E a distance of 84.82 feet to a stone bound located at the intersection of the easterly sideline of Gould Street and the southerly sideline of the M.B.T.A. Right of Way as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence turning and running along said southerly M.B.T.A. Right of Way line northeasterly a distance of 1,219.55 feet as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I, 18430J and 18430H to a point at the intersection of the westerly sideline of the Route 128 Right of Way and said southerly sideline of the M.B.T.A. Right of Way; thence turning and running S4°25'46"E a distance of 292.00 feet to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430H; then turning and running southwesterly along the Route 128 Right of Way a distance of 484.61 feet to a point; thence turning and running S13°34'58"W a distance of 451.02 feet as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489 to a point; thence turning and running S76°26'41"E a distance of 35.56 feet to a point; thence turning and running S13°34'58"W a distance of 67.34 feet to a point; thence running southwesterly along a curve of radius 245.45 feet a distance of 136.59 feet to a point; thence running southwesterly along a curve of radius 248.02 feet a distance of 38.04 feet to a point; thence running southwesterly along a curve of radius 1180.00 feet a distance of 140.09 feet to a point; thence turning and running S42°43'47"W a distance of 42.52 feet to a stone bound located in the westerly sideline of the Route 128 Right of Way; thence turning and running S63°56'51"W a distance of 361.46 feet to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Article 6 describes the geographical area proposed to be placed in the new Highway Commercial 1 zoning district. The affected area is generally bounded on the north by the Massachusetts Bay Transit Authority (M.B.T.A.) commuter railroad right-of-way, on the east by the Circumferential Highway, known as Route 128/95, on the south by Highland Avenue and on the west by Gould Street. The subject land is currently located in the Industrial-1 zoning district.

ARTICLE 7: CITIZEN'S PETITION/AMEND ZONING BY-LAW – MAP CHANGE TO SINGLE RESIDENCE B ZONING DISTRICT

To see if the Town will vote to amend the Needham Zoning Bylaw by amending the Zoning Map as follows:

Place in the Single Residence B Zoning District (i) all that land now zoned Single Residence A bounded generally to the northwest by a point at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66, to the northeast by the State Circumferential Highway, to the southeast by Kendrick Street, and to the northwest by Hunting Road; said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58; as well as (ii) all that land now zoned Single Residence A bounded generally to the northwest by Kendrick Street, to the northeast by the State Circumferential Highway, to the southeast by Cheney Street, and to the southwest by Hunting Road, said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on said Map No. 58.

So much of said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the northeasterly side of Hunting Road at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66; thence running southeasterly along the southwesterly side of the State Circumferential Highway a distance of 1,792.15 feet to Kendrick Street; thence running westerly and northwesterly along the northerly side of Kendrick Street, 328.72 feet to Hunting Road; thence running northwesterly along the northeasterly line of Hunting Road, 1,359.60 feet, to the point of beginning.

And so much of said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the southerly side of Kendrick Street, at the intersection with Hunting Road, thence running westerly 250.08 feet to the southwesterly side of the State Circumferential Highway; thence running generally southeasterly along the southwesterly side of the State Circumferential Highway a distance of 224.63 feet to Cheney Street; thence running southerly along the westerly line of Cheney Street a distance of 371.7 feet to the intersection with Hunting Road; thence running northwesterly along Hunting Road, a distance of 14.19 feet; thence running southerly by Hunting Road, along a curved line, a distance of 68.91 feet; thence running northwesterly along the northeasterly side of Hunting Road 444.24 feet; thence running along a curved line at the intersection of Hunting Road and Kendrick Street a distance of 95.20 to the point of beginning.

Be any or all of said measurements, more or less.

Or take any other action relative thereto.

INSERTED BY: Select Board on behalf of Bruno DiFazio, et al
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article describes the geographical area proposed to be placed in the Single Residence B Zoning District. The affected area consists of 23 separate parcels of land, containing, in total, approximately 360,892 square feet of land, located between the Circumferential Highway (Route 128) and Hunting Road, starting at the property known and numbered 176 Hunting Road and continuing to Cheney Street. The affected area is currently located within the Single Residence A zoning district. The Planning Board's recommendation on the article will be made at Town Meeting.

ARTICLE 8: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Select Board, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Select Board

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least seven days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 9th day of February 2021.

Maurice P. Handel, Chair
Matthew D. Borrelli, Vice Chair
Marianne B. Cooley, Clerk
Daniel P. Matthews, Member
John A. Bulian, Member

Select Board of Needham

A true copy,
ATTEST _____ 2021
Constable (month) (day)

**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2020**

Budget	Date of Action	Amount
Planning and Community Development - Consulting Services	18-Dec-19	\$30,000
Total Approved from General Reserve Fund		\$30,000
Total Approved from Sewer Reserve Fund		\$0
Total Approved from Water Reserve Fund		\$0

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)

as of March 19, 2021

(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
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GENERAL GOVERNMENT

Select Board/Town Manager		
Town Manager	Contract	Contract
Assistant Town Manager/Dir. of Ops.	K-28	\$131,713 - \$163,311
Director of Human Resources	K-25	\$107,626 - \$133,469
Support Services Manager	K-22	\$83,514 - \$103,552
Public Information Officer	GE-21	\$73,183.50 - \$91,845.00
Economic Development Manager	GE-21	\$73,183.50 - \$91,845.00
Asst. Dir. Of Human Resources	GE-20	\$68,289.00 - \$85,605.00
Benefits Administrator	GE-18	\$56,647.50 - \$71,058.00
Administrative Coordinator - HR	G-15	\$25.75 - \$32.31
Administrative Assistant	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Town Clerk		
Town Clerk	Elected	Elected
Assistant Town Clerk	GE-18	\$56,647.50 - \$71,058.00
Department Assistant 2	I-13	\$21.59 - \$27.09
Department Specialist	I-14	\$23.47 - \$29.43
Legal		
Town Counsel	Sch C	\$75,140

FINANCE

Assessors		
Director of Assessing	K-24	\$99,580.00 - \$123,489.00
Asst. Director of Assessing	GE-20	\$68,289.00 - \$85,605.00
Field Assessor	I-18	\$29.05 - \$36.44
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 1	I-12	\$19.70 - \$24.73
Finance Department		
Asst Town Manager/Dir. of Finance	K-28	\$131,713 - \$163,311
Finance & Procurement Coordinator	GE-21	\$73,183.50 - \$91,845.00
Accounting		
Town Accountant	K-24	\$99,580.00 - \$123,489.00
Assistant Town Accountant	GE-20	\$68,289.00 - \$85,605.00
Payroll Coordinator	I-18	\$29.05 - \$36.44
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Specialist	I-14	\$23.47 - \$29.43
Information Technology Center		
Director, MIS	K-25	\$107,626 - \$133,469
Network Manager	IE-23	\$83,908.50 - \$105,261.00
Applications Administrator	IE-20	\$68,289.00 - \$85,605.00
GIS/Database Administrator	IE-20	\$68,289.00 - \$85,605.00
Technology Support Technician	I-19	\$31.89 - \$40.01
Computer Operator	I-15	\$25.75 - \$32.31

TITLE	GRADE	ANNUALIZED SALARY RANGE
Treasurer/Collector		
Treasurer/Collector	K-24	\$99,580.00 - \$123,489.00
Assistant Treasurer/Collector	GE-20	\$68,289.00 - \$85,605.00
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Department Assistant 1	I-12	\$19.70 - \$24.73
Finance Committee		
Finance Comm. Exec. Secretary	GE-19	\$62,185.50 - \$78,019.50

PUBLIC SAFETY

Police Department		
Police Chief	Contract	Contract
Deputy Police Chief	K-27	\$123,667 - \$153,356
Lieutenant	P-3	\$116,894 - \$130,292
Sergeant	P-2	\$34.69 - \$41.20
Police Officer	P-1	\$24.24 - \$33.51
Animal Control Officer	GU-16	\$25.63 - \$32.17
Administrative Specialist	I-15	\$25.75 - \$32.31
Police Maintenance Assistant	GU-15	\$24.14 - \$30.29
Administrative Assistant	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Public Safety Dispatcher	GU-15	\$24.14 - \$30.29
Fire Department		
Fire Chief	Contract	Contract
Deputy Fire Chief, Operations	F-5	\$51.30 - \$56.08
Deputy Fire Chief	F-4	\$40.92 - \$48.59
Fire Captain	F-3	\$38.88 - \$42.51
Fire Lieutenant	F-2	\$32.99 - \$39.09
Firefighter	F-1	\$24.85 - \$33.02
Fire Inspector (40 hours)	F-1	\$26.09 - \$34.65
Emergency Management Program Administrator	GE-22	\$78,351 - \$98,299.50
Fire Director of Administrative Services	IE-20	\$68,289 - \$85,605
Administrative Assistant	I-14	\$23.47 - \$29.43
Public Safety Dispatch Supervisor	GU-19	\$29.90 - \$37.51
Public Safety Dispatcher	GU-15	\$24.14 - \$30.29
Building		
Building Commissioner	K-24	\$99,580 - \$123,489
Assistant Building Commissioner	GE-21	\$73,183.50 - \$91,845
Inspector of Plumbing and Gas	G-19	\$31.89 - \$40.01
Inspector of Wires	G-19	\$31.89 - \$40.01
Local Building Inspector	G-20	\$35.02 - \$43.90
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09

TITLE	GRADE	ANNUALIZED SALARY RANGE
PUBLIC WORKS		
<u>Administration</u>		
Director of Public Works	K-28	\$131,713 - \$163,311
Assistant Director of Public Works	K-26	\$115,672 - \$143,425
Director of Finance & Administration/Public Services	K-24	\$99,580 - \$123,489
Compliance Coordinator	GE-20	\$68,289 - \$85,605
Administrative Analyst	GE-18	\$56,647.50 - \$71,058
Senior Admin. Coordinator	I-17	\$28.16 - \$35.32
Department Specialist	I-14	\$23.47 - 29.43
Administrative Specialist	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09
<u>Engineering Division</u>		
Town Engineer	K-26	\$115,672 - \$143,425
Assistant Town Engineer	GE-22	\$78,351 - \$98,299.50
Contract Administrator	GE-21	\$73,183.50 - \$91,845
Civil Engineer	GE-19	\$62,185.50 - \$78,019.50
Senior AutoCad Technicain	GU-19	\$29.90 - \$37.51
Survey Party Chief	GU-18	\$27.23 - \$34.16
AutoCad Technician	GU-16	\$25.63 - \$32.17
Engineering Aide	GU-15	\$24.14 - \$30.29
<u>Garage Division</u>		
Fleet Supervisor	K-22	\$83,514 - \$103,552
Master Mechanic	W-7	\$30.41 - \$36.81
Equipment Mechanic	W-5	\$25.71 - \$31.39
<u>Highway Division</u>		
Division Super. Highway	K-24	\$99,580 - \$123,489
Assistant Superintendent - Highway	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Public Works Specialist 2	W-5	\$25.71 - \$31.39
Public Works Technician	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Craftsworker	W-4	\$23.96 - \$29.37
Laborer 2	W-2	\$21.02 - \$25.83
<u>Park & Forestry Division</u>		
Division Super. Parks	K-24	\$99,580 - \$123,489
Assistant Superintendent - Parks	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Craftsworker	BT-2	\$26.03 - \$31.31
Tree Climber	W-4	\$23.96 - \$29.37
HMEO	W-4	\$23.96 - \$29.37
Laborer 3	W-3	\$22.53 - \$27.53
Laborer 2	W-2	\$21.02 - \$25.83
<u>Recycling & Transfer Station</u>		
Division Super. Solid Waste	K-24	\$99,580 - \$123,489
Assistant Superintendent - RTS	GE-20	\$68,289 - \$85,605
Working Foreman	W-6	\$27.75 - \$33.89
Public Works Specialist 1	W-4	\$23.96 - \$29.37
HMEO	W-4	\$23.96 - \$29.37
Laborer 2	W-2	\$21.02 - \$25.83

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Water Division</u>		
Division Super. Water & Sewer	K-24	\$99,580 - \$123,489
Water Treatment Facility Manager	GE-21	\$73,183.50 - \$91,845
Public Works Inspector	W-6	\$27.75 - \$33.89
Working Foreman	W-6	\$27.75 - \$33.89
Craftsworker	BT-2	\$26.03 - \$31.31
Pumping Station Operator	W-5	\$25.71 - \$31.39
Public Works Technician	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Laborer 3	W-3	\$22.53 - \$27.53
Laborer 2	W-2	\$21.02 - \$25.83
<u>Building Maintenance Division</u>		
Director of Building Maintenance	K-26	\$115,672 - \$143,425
Assistant Director of Building Maintenance	GE-21	\$73,183.50 - \$91,845
Facility Operations Shift Supervisor	GE-20	\$68,289 - \$85,605
Administrative Analyst	GE-18	\$56,647.50 - \$71,058
Department Specialist	I-14	\$23.47 - \$29.43
Department Assistant 2	I-13	\$21.59 - \$27.09
Senior Custodian 2	BC-3	\$25.40 - \$30.37
Senior Custodian 1	BC-2	\$24.21 - \$28.94
Custodian	BC-1	\$21.10 - 25.22
HVAC Technician	BT-4	\$32.60 - \$39.24
Carpenter	BT-3	\$28.59 - \$34.40
Plumber	BT-3	\$28.59 - \$34.40
Electrician	BT-3	\$28.59 - \$34.40
Craftsworker	BT-2	\$26.03 - \$31.31
Warehouse Person	BT-1	\$23.69 - \$28.49
<u>Sewer Division</u>		
Assistant Superintendent - Sewer & Water	GE-20	\$68,289 - \$85,605
Chief Pumping Station Operator	W-7	\$30.41 - \$36.81
Public Works Inspector	W-6	\$27.75 - \$33.89
Working Foreman	W-6	\$27.75 - \$33.89
Pumping Station Operator	W-5	\$25.71 - \$31.39
HMEO	W-4	\$23.96 - \$29.37
Craftsworker	BT-2	\$26.03 - \$31.31

PUBLIC FACILITIES

<u>Division of Public Facilities</u>		
Director of Design and Construction	K-26	\$115,672 - \$143,425
Senior Project Manager	K-24	\$99,580 - \$123,489
Project Manager	K-22	\$83,514 - \$103,552
Administrative Specialist	I-15	\$25.75 - \$32.31

HEALTH AND HUMAN SERVICES

<u>Division of Public Health</u>		
Director of Health and Human Services	K-26	\$115,672 - \$143,425
Assistant Director of Public Health	GE-22	\$78,351 - \$98,300
Assistant Director of Public Health for Nursing and Behavioral Health	GE-22	\$78,351 - \$98,300
Environmental Health Agent	I-20	\$35.02 - \$43.90
Public Health Nurse	IE-20	\$68,289 - \$85,605
Program Coordinator	G-16	\$27.34 - \$34.31
Sr. Substance Use and Prevention Program Coordinator	GE-20	\$68,289 - \$85,605
Administrative Coordinator	I-15	\$25.75 - \$32.31
Department Assistant 2	I-13	\$21.59 - \$27.09

TITLE	ANNUALIZED SALARY	
	GRADE	RANGE
<u>Division of Aging Services</u>		
Director of Aging Services	K-24	\$99,580 - \$123,489
Assistant Director of Aging Services/Counseling and Volunteers	GE-21	\$73,184 - \$91,845
Assistant Director of Aging Services/Programs and Transportation	GE-20	\$68,289 - \$85,605
Administrative Assistant	I-14	\$23.47 - \$29.43
Program Coordinator	G-16	\$27.34 - \$34.31
Assistant Program Coordinator	G-15	\$25.75 - \$32.31
Social Worker 2	IE-19	\$62,185.50- \$78,019.50
<u>Division of Youth & Family Services</u>		
Director of Youth and Family Services	K-23	\$91,560 - \$113,533
Social Worker 2	IE-19	\$62,185.50- \$78,019.50
Administrative Assistant	I-14	\$23.47 - \$29.43

PLANNING & COMMUNITY DEVELOPMENT

<u>Planning</u>		
Director of Planning & Comm. Develop	K-25	\$107,626 - \$133,469
Assistant Town Planner	GE-19	\$62,185.50 - \$78,019.50
Administrative Assistant	I-14	\$23.47 - \$29.43
<u>Community Development</u>		
Director of Conservation	K-22	\$83,514 - \$103,552
Conservation Specialist	I-17	\$28.16 - \$35.32
Administrative Specialist	I-15	\$25.75 - \$32.31

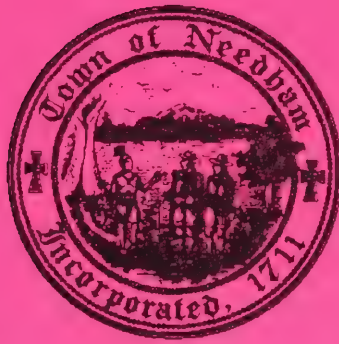
CULTURE AND LEISURE SERVICES

<u>Library</u>		
Director of Public Library	K-24	\$99,580 - \$123,489
Assistant Director of Public Library	GE-21	\$73,183.50 - \$91,845
Children's Librarian	GE-18	\$56,647.50 - \$71,058
Library Reference Supervisor	GE-19	\$62,185.50 - \$78,019.50
Library Children's Supervisor	GE-19	\$62,185.50 - \$78,019.50
Library Technology Specialist/Archivist	GE-19	\$62,185.50 - \$78,019.50
Library Technical Services Supervisor	GE-19	\$62,185.50 - \$78,019.50
Reference Librarian/Audio Visual Specialist	GE-18	\$56,647.50 - \$71,058
Reference Librarian/Program Specialist	GE-18	\$56,647.50 - \$71,058
Reference Librarian/Young Adult	GE-18	\$56,647.50 - \$71,058
Library Circulation Supervisor	GE-17	\$54,912 - \$68,874
Assistant Children's Librarian	G-15	\$50,212.50 - \$63,004.50
Assistant Cataloger	G-14	\$45,766.50 - \$57,388.50
Library Assistant	G-13	\$42,100.50 - \$52,825.50
<u>Park & Recreation</u>		
Director of Park and Recreation	K-24	\$99,580 - \$123,489
Assistant Director, Park & Recreation	GE-22	\$78,351 - \$98,299.50
Recreation Supervisor	I-16	\$27.34 - \$34.31
Administrative Specialist	I-15	\$25.75 - \$32.31
Administrative Assistant	I-14	\$23.47 - \$29.43

NEEDHAM PUBLIC SCHOOLS		OPERATING BUDGET CLASSIFICATION									
Budgeted FY 2018 Funded FTE	Budgeted FY 2018 Salary * Minimum	Budgeted FY 2018 Salary * Maximum	Budgeted FY 2019 Funded FTE	Budgeted FY 2019 Salary * Minimum	Budgeted FY 2019 Salary * Maximum	Budgeted FY 2020 Funded FTE	Budgeted FY 2020 Salary * Minimum	Budgeted FY 2020 Salary * Maximum	Budgeted FY 2021 Funded FTE	Budgeted FY 2021 Salary * Minimum	Budgeted FY 2021 Salary * Maximum
1.00	224,155	224,155	1.00	235,363	235,363	1.00	238,960	238,960	1.00	240,155	240,155
4.00	150,225	173,124	5.00	140,084	178,880	5.00	150,000	184,428	5.00	172,394	187,194
1.00	152,205	152,205	1.00	158,293	158,293	1.00	167,320	167,320	1.00	171,084	171,084
2.00	143,150	143,350	2.00	148,876	149,084	2.00	152,294	156,905	2.00	151,539	155,340
5.00	127,250	142,250	5.00	132,340	147,940	5.00	138,013	152,013	5.00	140,772	155,053
3.00	95,209	133,558	3.00	98,795	138,588	3.00	100,277	140,667	3.00	103,840	142,780
2.60	90,080	128,276	2.60	93,007	132,445	2.60	94,402	134,431	2.80	98,176	134,992
3.00	81,324	119,361	3.10	88,200	127,473	3.50	89,523	129,385	4.10	95,940	135,915
7.00	84,904	131,107	7.00	87,664	141,128	7.00	89,512	135,724	7.80	99,750	141,330
2.50	83,307	132,593	2.50	90,110	140,087	2.50	91,462	142,188	2.50	103,840	148,060
10.97	83,715	123,849	8.17	86,436	127,874	-	NA	NA	-	NA	NA
0.50	51,745	51,745	0.50	60,833	60,833	9.37	87,732	129,792	8.87	94,400	129,800
6.00	85,808	126,945	5.30	88,597	131,071	0.50	63,266	63,266	0.50	68,318	78,113
485.62	48,987	103,378	495.25	50,089	105,704	6.00	89,925	143,245	5.70	98,400	151,875
8.81	48,987	103,378	9.01	50,089	105,704	-	NA	NA	-	NA	NA
113.46	\$17,215/hr	\$33,899/hr	114.19	\$17,04/hr	\$33,56/hr	510.13	50,841	107,289	522.62	51,858	109,435
3.29	\$16,43/hr	\$18,57/hr	4.29	\$17,09/hr	\$18,94/hr	11.05	50,841	119,462	12.05	51,240	135,000
2.00	75,366	114,857	2.00	78,380	119,451	133.37	\$17,22/hr	\$33,90/hr	135.20	\$17,30/hr	\$34,22/hr
4.00	88,105	124,384	4.00	91,629	129,359	5.29	\$17,41/hr	\$35,96/hr	2.86	\$10,35/hr	\$24,29/hr
-	NA	NA	-	NA	NA	2.00	81,516	124,229	2.00	73,100	130,418
6.94	\$25,92/hr	\$33,27/hr	6.96	\$26,44/hr	\$33,94/hr	4.00	85,000	134,434	5.00	85,235	146,539
12.69	\$15,74/hr	\$20,93/hr	12.32	\$16,05/hr	\$21,35/hr	-	NA	NA	-	NA	NA
1.00	\$19,36/hr	\$25,73/hr	1.00	\$20,73/hr	\$27,98/hr	5.96	\$27,10/hr	\$34,79/hr	5.96	\$27,37/hr	\$35,14/hr
35.00	\$19,36/hr	\$31,21/hr	36.07	\$20,73/hr	\$31,83/hr	11.83	\$17,64/hr	\$23,32/hr	11.82	\$17,82/hr	\$23,55/hr
0.20	122,540	122,540	0.20	127,442	127,442	1.00	\$21,68/hr	\$28,68/hr	1.00	\$21,90/hr	\$28,97/hr
0.09	43,154	43,154	0.09	45,760	45,760	40.92	\$21,68/hr	\$32,63/hr	40.14	\$21,90/hr	\$32,96/hr
3.97	70,931	100,472	3.97	67,512	96,607	0.44	132,540	132,540	0.44	138,191	138,191
6.57	\$16,68/hr	\$25,04/hr	6.57	\$17,10/hr	\$25,67/hr	3.97	70,213	56,950	3.97	64,450	109,502
1.28	\$14,47/hr	\$16,06/hr	1.29	\$14,83/hr	\$16,46/hr	8.18	\$17,52/hr	\$25,80/hr	8.46	\$17,78/hr	\$26,43/hr
0.97	62,733	62,733	0.97	65,242	65,242	1.29	\$16,06/hr	\$16,06/hr	1.29	\$16,30/hr	\$16,30/hr
0.97	69,022	69,022	0.97	71,783	71,783	0.36	47,590	47,590	0.36	60,803	78,113
0.98	75,974	75,974	0.98	79,013	79,013	0.97	70,720	70,720	0.97	73,100	83,582
1.00	86,852	86,852	1.00	90,327	90,327	0.98	82,173	82,173	0.98	85,235	97,456
2.00	85,000	97,760	2.00	88,400	101,670	1.00	93,940	93,940	1.00	85,235	97,456
739.40	-	-	749.31	-	-	2.00	91,936	105,737	2.00	95,769	123,036
Total											

* All salaries expressed in full-time equivalent terms

** Partially Funded in Operating Budget



FISCAL YEAR 2021
(July 1, 2020 – June 30, 2021)

TOWN CLERK'S RECORDS
OF THE

STATE PRIMARY
Tuesday, September 1, 2020

SPECIAL TOWN MEETING
Sunday, October 4, 2020

STATE ELECTION
Tuesday, November 3, 2020

ANNUAL TOWN ELECTION
Tuesday, April 13, 2021

SPECIAL TOWN MEETING
Saturday, May 1, 2021

ANNUAL TOWN MEETING
Monday, May 3, 2021



FISCAL YEAR 2021
(July 1, 2020 – June 30, 2021)

TOWN CLERK'S RECORDS
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Monday, May 3, 2021

**Fiscal Year 2021
WARRANT ARTICLE INDEX**

<u>Article</u>	<u>Description</u>	<u>Page</u>
----------------	--------------------	-------------

STATE PRIMARY – Tuesday, September 1, 2020 (Pages 1 – 8)

SPECIAL TOWN MEETING - Sunday, October 4, 2020

1. Amend the FY2021 Operating Budget	11/12
2. Appropriate for Needham Property Tax Assistance Program	11
3. Appropriate for COVID-19 Expenses	11
4. Appropriate for Billing and Collection Software	13
5. Appropriate Transportation Improvement Fees	11
6. Amend Zoning By-Law - Avery Square Overlay District	13
7. Amend Zoning By-Law – Map Change to Avery Square Overlay District	22
8. Appropriate for Walker Lane Sewer	11
9. Rescind Debt Authorization	22
10. Appropriate for Emergency Rental Assistance Program	23
11. Appropriate for First Baptist Church Preservation & Restoration	24
12. Appropriate for First Parish Church Steeple Preservation	25
13. Appropriate for Needham Community Farm Growing Bed Expansion	12
14. Claxton Field Lights & Skin Diamond Renovation – Design	12
15. DeFazio Track Synthetic Track Resurfacing	25
16. Appropriate to Community Preservation Fund	25
17. Resolution to Request a Study of Systemic Racism in Needham	26

STATE ELECTION – Tuesday, November 3, 2020 (Pages 29 – 31)

ANNUAL TOWN ELECTION – Tuesday, April 13, 2021 (Pages 32 – 37)

SPECIAL TOWN MEETING - Saturday, May 1, 2021

1. Fund Collective Bargaining Agreement – Needham Independent Town Workers	40
2. Fund Collective Bargaining Agreement – Needham Independent Public Employees Association	40
3. Fund Collective Bargaining Agreement – Needham Fire Union	41
4. Fund Collective Bargaining Agreement – Needham Police Union	56
5. Fund Collective Bargaining Agreement – Needham Police Superior Officers Association	56
6. Amend the FY2021 Operating Budget	41
7. Appropriate for Needham Property Tax Assistance Program	42
8. Appropriate for Compensated Absences Fund	42
9. Appropriate for Public Facilities Maintenance Program	42
10. Appropriate for Small Repair Grant Program	42
11. Appropriate for Town Network and Internet Control Analysis and Reporting	43
12. Appropriate for Planning Consulting Assistance	57
13. Appropriate for Public Health Consulting Assistance	43
14. Appropriate for Public Information Officer	57
15. Appropriate for Clinical Support Services for Law Enforcement	58
16. Appropriate the National Pollutant Discharge Elimination System (NPDES) Permit Compliance	43
17. Appropriate for Fleet Refurbishment	44
18. Appropriate for Rosemary Dam Decommissioning	44

**Fiscal Year 2021
WARRANT ARTICLE INDEX (Continued)**

<u>Article</u>	<u>Description</u>	<u>Page</u>
<u>SPECIAL TOWN MEETING - Saturday, May 1, 2021 (Continued)</u>		
19.	Appropriate for Payment of Unpaid Bills of Prior Years	44
20.	Appropriate the FY2022 Operating Budget	58
21.	Appropriate the FY2022 Sewer Enterprise Fund Budget	45
22.	Appropriate the FY2022 Water Enterprise Fund Budget	60
23.	Authorization to Expend State Funds for Public Ways	47
24.	Appropriate for Emery Grover Renovation Design	48
25.	Appropriate for Preservation of Town Marriage Records	48
26.	Appropriate for Town Common Historic Redesign & Renovation	62
27.	Appropriate for Fisher Street Trailhead – Construction	48
28.	Appropriate for Resurfacing the Synthetic Track at DeFazio Park	62
29.	Appropriate for McLeod Field Renovation Design	62
30.	Appropriate for Trail Identification – Design	49
31.	Appropriate for Town Reservoir Sediment Removal – Design	49
32.	Appropriate to Community Preservation Fund	49
33.	Appropriate to Community Preservation Fund Supplement	50
34.	Appropriate for Walker Pond Improvements	50
35.	Appropriate for General Fund Cash Capital	63
36.	Appropriate for Public Works Infrastructure	50
37.	Appropriate for Public Safety Building Construction	69
38.	Appropriate for Sewer Enterprise Fund Cash Capital	51
39.	Appropriate for Sewer Main Replacement	52
40.	Appropriate for Water Enterprise Fund Cash Capital	52
41.	Appropriate for Water Service Connections	53
42.	Appropriate to Athletic Facility Improvement Fund	70
43.	Appropriate to Workers Compensation Fund	54
44.	Acceptance of Provisions of M.G.L. Chapter 41 Section 111F – Special Injury Leave Indemnity Fund	54
45.	Foster Care Transportation Reimbursement	55
46.	Special Education Stabilization Fund	55
47.	Amend General By-Law – Authorize Town Clerk to Ensure Consistency in Numbering	56
48.	Needham Unite Against Racism Resolution	70
49.	Citizens' Petition – Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties by Commercial Vendors	71
50.	Omnibus	72

Annual Town Meeting, Monday, May 3, 2021

1.	Annual Town Election	32
2.	Committee and Officer Reports	76
3.	Established Elected Officials' Salaries	76
4.	Set the Annual Department Revolving Fund Spending Limits	76
5.	Amend Zoning By-Law – Highway Commercial 1 Zoning District	77
6.	Amend Zoning By-Law – Map Change to Highway Commercial 1	92
7.	Citizen's Petition/Amend Zoning By-Law – Map Change to Single Residence B Zoning District	93
8.	Omnibus.	94

RECORD OF THE STATE PRIMARY**Tuesday, September 1, 2020**

The ballot box returns in the Precincts were as follows:

Pursuant to a Warrant issued by the Selectmen July 24, 2020 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts said Needham on Tuesday, the First day of September in the year 2020 at seven o'clock in the forenoon for the purpose of nominating State and Country officers. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero-report printed. The boxes were then locked, and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - The Center at the Heights
 Precinct B - The Center at the Heights
 Precinct C - Newman School - Gymnasium
 Precinct D - Newman School - Gymnasium
 Precinct E - Needham Golf Club - Community Room
 Precinct F - Rosemary Complex
 Precinct G - Rosemary Complex
 Precinct H - Needham Golf Club - Community Room
 Precinct I - Town Hall - Powers Hall
 Precinct J - Town Hall - Powers Hall

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

<u>PRECINCTS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
6:30 A.M.	0	0	0	0	0
7:00 A.M.	2	0	0	0	0
8:00 A.M.	10	17	15	5	23
9:00 A.M.	40	88	44	61	60
10:00 A.M.	98	135	-	74	97
11:00 A.M.	148	160	172	120	130
12:00 NOON	200	202	213	178	188
1:00 P.M.	215	219	241	206	207
2:00 P.M.	235	242	261	230	255
3:00 P.M.	249	264	290	247	349
4:00 P.M.	300	287	325	287	359
5:00 P.M.	325	313	392	366	371
6:00 P.M.	334	-	420	409	433
7:00 P.M.	352	406	466	443	483
8:00 P.M.	357	493	504	491	544

<u>PRECINCTS</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
6:30 A.M.	0	0	0	0	0
7:00 A.M.	0	0	0	0	0
8:00 A.M.	60	100	18	18	45
9:00 A.M.	147	150	94	35	128
10:00 A.M.	165	178	161	134	163
11:00 A.M.	193	194	191	187	208
12:00 NOON	212	220	215	210	227
1:00 P.M.	224	264	231	231	240
2:00 P.M.	250	276	307	281	258
3:00 P.M.	303	365	325	336	336
4:00 P.M.	348	393	354	353	381
5:00 P.M.	364	420	376	375	411
6:00 P.M.	414	465	393	439	435
7:00 P.M.	442	496	454	492	462
8:00 P.M.	488	529	497	533	528

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the unofficial results at 2:00 A.M., September 2, 2020.

The total number of votes cast was as follows:

	Democrat	Republican	Libertarian	Green Rainbow	Total
Precinct A	864	110	1	0	975
Precinct B	1033	135	1	1	1,170
Precinct C	1005	106	1	0	1,112
Precinct D	1023	123	4	0	1,150
Precinct E	1104	142	2	0	1,248
Precinct F	1064	98	0	0	1,162
Precinct G	1060	140	5	0	1,205
Precinct H	1046	133	0	0	1,179
Precinct I	1131	96	2	0	1,229
Precinct J	1022	89	3	1	1,115
TOTAL	10,352	1,172	19	2	11,545

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST – 11,545
(48.70% of 23,686 Registered Voters)

The result of the balloting was as follows:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>DEMOCRATIC PARTY</u>											
Total # of Votes Cast	864	1033	1005	1023	1104	1064	1060	1046	1131	1022	10,352
<u>SENATOR IN CONGRESS (Vote for One)</u>											
Edward J. Markey	482	665	549	607	682	653	643	606	674	616	6177
Joseph P. Kennedy, III	378	364	451	410	414	407	405	431	449	405	4114
Scattered Write-Ins:	0	0	0	0	2	0	2	2	2	0	8
Blanks	4	4	5	6	6	4	10	7	6	1	53
<u>REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)</u>											
Jake Auchincloss	187	181	201	181	236	185	212	215	202	205	2005
David Franklin Cavell	16	13	13	10	12	10	11	5	6	11	107
Becky Grossman	202	174	171	186	177	206	158	207	228	191	1900
Alan A. Khazei	71	103	113	110	114	77	100	99	98	105	990
Ihssane Leckey	55	70	40	68	77	95	69	64	73	75	686
Natalia Linos	78	112	108	101	93	94	109	71	96	87	949
Jesse R. Mermell	154	242	217	256	279	287	290	255	301	222	2503
Benjamin R Sigel	20	18	26	21	29	34	22	27	35	23	255
Christopher Z. Zannetos	31	58	48	36	37	26	33	42	43	32	386
Scattered Write-Ins:	1	0	0	0	0	0	0	2	3	2	8
Blanks	49	62	68	54	50	50	56	59	46	69	563
<u>COUNCILLOR (Second District) (Vote for One)</u>											
Robert L. Jubinville	606	711	683	684	762	716	689	724	798	682	7055
Scattered Write-Ins:	2	2	1	0	5	3	2	6	4	7	32
Blanks	256	320	321	339	337	345	369	316	329	333	3265
<u>SENATOR IN GENERAL COURT (Norfolk, Bristol and Middlesex District) (Vote for One)</u>											
Rebecca L. Rausch	690	824	805	0	0	0	0	0	921	772	4012
Scattered Write-Ins:	2	4	3	0	0	0	0	0	9	39	57
Blanks	172	205	197	0	0	0	0	0	201	211	986
<u>SENATOR IN GENERAL COURT (Norfolk & Suffolk District) (Vote for One)</u>											
Michael F. Rush	0	0	0	684	776	705	711	737	0	0	3613
Scattered Write-Ins:	0	0	0	5	11	5	6	12	0	0	39
Blanks	0	0	0	334	317	354	343	297	0	0	1645

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>DEMOCRATIC PARTY</u>											
Total # of Votes Cast	864	1033	1005	1023	1104	1064	1060	1046	1131	1022	10,352

REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)

Denise C. Garlick	703	856	842	821	896	873	874	886	960	833	8544
attered Write-Ins:	2	1	0	3	10	3	1	4	5	9	38
anks	159	176	163	199	198	188	185	156	166	180	1770

REGISTER OF PROBATE (Norfolk County) (Vote for One)

Colleen Marie Brierley	186	250	215	235	271	242	285	268	287	228	2467
el T. DiBona	87	108	95	85	66	88	99	69	80	96	873
athryn E. Hubley	120	112	99	114	134	126	126	121	146	120	1218
ourtney M. Madden	56	69	61	49	85	82	47	75	69	63	656
ichael F. Walsh	180	216	238	242	280	253	212	230	246	216	2313
attered Write-Ins:	0	0	2	1	0	0	1	1	0	3	9
anks	235	277	295	297	268	273	290	282	203	296	2816

COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)

Joseph P. Shea	340	423	392	387	437	422	415	439	482	381	4118
ennis J. Guilfoyle	217	219	231	240	313	260	247	276	285	245	2533
Charles B. Ryan	124	151	173	158	173	170	159	141	148	164	1563
Richard R. Staiti	223	293	249	276	315	290	303	268	314	278	2809
attered Write-Ins:	0	0	5	0	2	3	5	1	0	9	25
anks	824	980	960	985	968	983	991	967	1033	965	9656

COUNTY TREASURER (Norfolk County) (Vote for One)

Michael G. Bellotti	390	452	424	453	477	460	430	432	471	414	4403
ad L. Croall	245	310	304	292	366	338	325	343	357	333	3213
attered Write-Ins:	0	2	2	0	0	1	1	2	1	3	12
anks	229	269	275	278	261	265	304	269	302	272	2724

SHERIFF (VACANCY) (Norfolk County) (Vote for One)

James F. Coughlin	235	291	343	316	336	316	284	317	319	272	3029
Patrick W. McDermott	189	237	183	185	235	231	204	207	250	223	2144
William J. Phelan	227	259	235	249	284	278	294	266	275	279	2646
attered Write-Ins:	1	2	3	1	1	1	1	2	4	2	18
anks	212	244	241	272	248	238	277	254	283	246	2515

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>GREEN RAINBOW</u>											
Total # of Votes Cast	0	1	0	0	0	0	0	0	0	1	2
<u>SENATOR IN CONGRESS (Vote for One)</u>											
No Nomination											
Scattered Write-Ins:	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	1	0	0	0	0	0	0	0	0	1
<u>REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)</u>											
No Nomination											
Scattered Write-Ins:	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	1	0	0	0	0	0	0	0	0	1
<u>COUNCILLOR (Second District) (Vote for One)</u>											
No Nomination											
Scattered Write-Ins:	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	1	0	0	0	0	0	0	0	0	1
<u>SENATOR IN GENERAL COURT (Norfolk, Bristol and Middlesex District) (Vote for One)</u>											
No Nomination											
Scattered Write-Ins:	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	1	0	0	0	0	0	0	0	0	1
<u>SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One)</u>											
No Nomination											
Scattered Write-Ins:	0	0	0	0	0	0	0	0	0	0	0
Blanks	0	0	0	0	0	0	0	0	0	0	0
<u>REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)</u>											
No Nomination											
Scattered Write-Ins:	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	1	0	0	0	0	0	0	0	0	1
<u>REGISTER OF PROBATE (Norfolk County) (Vote for One)</u>											
No Nomination											
Scattered Write-Ins:	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	1	0	0	0	0	0	0	0	0	1
<u>COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)</u>											
No Nomination											
Scattered Write-Ins:	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	2	0	0	0	0	0	0	0	1	3

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>GREEN RAINBOW</u>											
Total # of Votes Cast	0	1	0	0	0	0	0	0	0	1	2

COUNTY TREASURER (Norfolk County) (Vote for One)

No Nomination											
attered Write-Ins:	0	0	0	0	0	0	0	0	0	1	1
anks	0	1	0	0	0	0	0	0	0	0	1

SHERIFF (Vacancy) (Norfolk County) (Vote for One)

No Nomination											
attered Write-Ins:	0	0	0	0	0	0	0	0	0	1	1
anks	0	1	0	0	0	0	0	0	0	0	1

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>LIBERTARIAN</u>											
Total # of Votes Cast	1	1	1	4	2	0	5	0	2	3	19

SENATOR IN CONGRESS (Vote for One)

No Nomination											
attered Write-Ins:	1	1	0	1	1	0	4	0	2	3	13
anks	0	0	1	3	1	0	1	0	0	0	6

REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)

No Nomination											
attered Write-Ins:	0	1	0	1	1	0	2	0	2	1	8
anks	1	0	1	3	1	0	3	0	0	2	11

COUNCILLOR (Second District) (Vote for One)

No Nomination											
attered Write-Ins:	1	1	0	1	0	0	1	0	1	1	6
anks	0	0	1	3	2	0	4	0	1	2	13

SENATOR IN GENERAL COURT (Norfolk, Bristol and Middlesex District) (Vote for One)

No Nomination											
attered Write-Ins:	0	0	0	0	0	0	0	0	2	1	3
anks	1	1	1	0	0	0	0	0	0	2	5

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>LIBERTARIAN</u>											
Total # of Votes Cast	1	1	1	4	2	0	5	0	2	3	19

SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One)

No Nomination											
Scattered Write-Ins:	0	0	0	1	0	0	2	0	0	0	3
Blanks	0	0	0	3	2	0	3	0	0	0	8

REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)

No Nomination											
Scattered Write-Ins:	0	1	0	1	0	0	1	0	2	1	6
Blanks	1	0	1	3	2	0	4	0	0	2	13

REGISTER OF PROBATE (Norfolk County) (Vote for One)

Scattered Write-Ins:	0	1	0	1	0	0	1	0	1	0	4
Blanks	1	0	1	3	2	0	4	0	1	2	14

COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)

No Nomination											
Scattered Write-Ins:	0	2	0	2	0	0	1	0	2	2	9
Blanks	2	0	2	6	4	0	9	0	2	4	29

COUNTY TREASURER (Norfolk County) (Vote for One)

No Nomination											
Scattered Write-Ins:	0	1	0	1	0	0	1	0	1	1	5
Blanks	1	0	1	3	2	0	4	0	1	2	14

SHERIFF (Vacancy) (Norfolk County) (Vote for One)

No Nomination											
Scattered Write-Ins:	0	1	0	1	0	0	1	0	1	1	5
Blanks	1	0	1	3	2	0	4	0	1	2	14

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>REPUBLICAN PARTY</u>											
Total # of Votes Cast	110	135	106	123	142	98	140	133	96	89	1172

SENATOR IN CONGRESS (Vote for One)

ivya Ayyadurai	43	44	36	24	37	36	43	49	32	46	390
evin J. O'Connor	63	90	68	98	102	58	97	80	62	41	759
attered Write-Ins:	0	0	0	1	0	2	0	1	1	0	5
anks	4	1	2	0	3	2	0	3	1	2	18

REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)

lie A. Hall	66	72	65	86	74	61	82	82	59	56	703
avid Rosa	33	47	32	31	51	30	40	36	23	22	345
attered Write-Ins:	1	0	1	1	0	1	1	1	1	0	7
anks	10	16	8	5	17	6	17	14	13	11	117

COUNCILLOR (Second District) (Vote for One)

o Nomination											
attered Write-Ins:	4	19	6	12	18	8	13	17	7	10	114
anks	106	116	100	111	124	90	127	116	89	79	1058

SENATOR IN GENERAL COURT (Norfolk, Bristol and Middlesex District) (Vote for One)

athew T. Kelly	79	110	88	0	0	0	0	0	76	73	426
attered Write-Ins:	0	2	0	0	0	0	0	0	1	0	3
anks	31	23	18	0	0	0	0	0	19	16	107

SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One)

o Nomination											
attered Write-Ins:	0	0	0	15	17	6	12	15	0	0	65
anks	0	0	0	108	125	92	128	118	0	0	571

REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)

o Nomination											
attered Write-Ins:	4	17	7	10	17	7	11	13	6	11	103
anks	106	118	99	113	125	91	129	120	90	78	1069

REGISTER OF PROBATE (Norfolk County) (Vote for One)

o Nomination											
attered Write-Ins:	4	19	5	9	13	7	11	18	4	8	98
anks	106	116	101	114	129	91	129	115	92	81	1074

COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)

o Nomination											
attered Write-Ins:	1	18	5	8	12	4	11	10	5	10	84
anks	219	252	207	238	272	192	269	256	187	168	2260

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
<u>REPUBLICAN PARTY</u>											
Total # of Votes Cast	110	135	106	123	142	98	140	133	96	89	1172

COUNTY TREASURER (Norfolk County) (Vote for One)

No Nomination											
Scattered Write-Ins:	2	10	3	8	12	6	8	10	3	8	70
Blanks	108	125	103	115	130	92	132	123	93	81	1102

SHERIFF (Vacancy) (Norfolk County) (Vote for One)

Jerry P. McDermott	83	106	78	92	106	74	100	95	68	66	868
Scattered Write-Ins:	0	1	0	0	0	3	0	1	1	1	7
Blanks	27	28	28	31	36	21	40	37	27	22	297

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 2:00 A.M., September 2, 2020.

Theodora K. Eaton, MMC
Town Clerk

A true Copy
ATTEST

RECORD OF SPECIAL TOWN MEETING**Sunday, October 4, 2020**

Pursuant to a Warrant issued by the Select Board September 9, 2020 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met at the Memorial Park parking lot on Sunday, October 4, 2020, at 1:00 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 202 voters, including 194 Town Meeting Members, were checked on the list as being present and 46 absent.

The Moderator, Michael K. Fee, called the meeting to order 1:05 o'clock. He announced that there are no opening ceremonies in the interest of time. The Moderator requested Town Members to assist in honoring our county by saluting the flag and reciting the Pledge of Allegiance and remain standing for a brief moment of Silent Reflection, in the absence of our usual Call for Spiritual Guidance led by a member of the Needham Clergy Association..

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator announced the following arrangement of the meeting space.

ARRANGEMENT OF THE MEETING SPACE

1. You have been admitted to this meeting space because of your status as a Town Meeting Member. The entire space is reserved for Town Meeting Members. Registered voters have a space outside the barrier. The Marshal, Mr. Jacques, will assist you and enforce the limits of this dedicated space for Town Meeting Members. As always, please wear your badges.
2. Once situated please remain in your seats and do not move your chair. Seats have been arranged with more than sufficient spacing for purposes of observing recommended social distancing.
3. Please make a mental note of the location of your seat (For example, I sat in the left, or center, or right section, half way back or in the third row.) This will help greatly in the event contact tracing and notification is necessary.
4. Please keep your face covering on at all times during the meeting, including when one is addressing Town Meeting at the microphone. I am not wearing a face covering because Public Health authorities have deemed my location to be sufficiently distant from others. This will allow me to communicate a bit more clearly. I have a mask with me and if I need to confer with the Town Clerk or anyone else at a closer distance, I will put it on.

5. As you know, because of public health conditions, the Warrant Committee (Select Board) has determined that as in June, there are no hard-copy materials here for distribution and there will be no affirmative presentations under the Articles. All presentations from sponsors, the Finance Committee and other interested parties have been posted to the Town Website in advance and it is my sincere hope that you were able to view the presentations and supporting materials in advance.

6. You may address Town Meeting when recognized by the Moderator. The process for recognition is different and I will discuss them in a moment. Once recognized, please proceed to one of the seven microphones positioned around the meeting space for use by Town Meeting Members. There are two microphones designated for use by registered voters. Do not queue up at a microphone. Please do not leave your seat until you are recognized by the Moderator. These are no touch microphones. Please do not touch the microphones or attempt to adjust them. If adjustment is necessary, the Marshal will assist you.

7. Restrooms in the building behind me are open and available for your use on a one-at-a-time basis. Please be advised that due the limited time available and desire to maintain appropriate social distancing, there will be no recess, or break, this evening.

8. We are working under some very special conditions today. All of us who have had a hand in planning have been devoted to the twin goals of ensuring your safety and allowing our magnificent institution of representative town meeting to proceed. Please. I ask for your cooperation and your patience.

9. Finally, when we complete our work here today, please promptly exit through the gate you used to enter. We do not want groups forming to wait for access to the exits. So, with your indulgence, I will dismiss the Meeting one Precinct at a time. Please stay in your seats and listen for your Precinct and when it is called, exit through the gate you used to enter.

RULES OF ORDER AND PARLIAMENTARY PROCEDURES

1. Because for public health reasons we are discouraging shouting, please rise to be recognized and raise your hand. I am looking into the sun and you are all wearing face masks. I will do my best but will likely point to you and recognize you perhaps by referring to the color of the article of clothing you are wearing. When a Member is recognized by the Moderator, proceed to the microphone nearest you and announce yourself by stating your name and precinct clearly so that the Town Clerk may keep accurate records. Any resident addressing Town Meeting must be a registered voter and should identify themselves and state that they are in fact a registered voter. If for some reason related to a disability a member cannot rise or raise their hand, please inform me so that appropriate accommodation may be made.

2. Anyone entering or exiting the meeting area, for example to use the rest room, while we are in session must use care not to disrupt the session.
3. Please silence all cell phones and other electronic devices. **(Please check this status now!) In addition, please consider putting these devices away entirely while we are in session so you may devote your full attention to our important work unless of course you have downloaded a document or the warrant on your device.**
4. No firearms or weapons may be brought into the meeting space except by law enforcement personnel.
5. The prohibition on hats that we enact when we are meeting in our usual indoor chamber is not in effect.
6. Members and all attendees must observe our rules of practice and civility. A speaker will be ruled out of order who refers to individuals or personalities or in the sole judgment of the Moderator, exceeds the bounds of civility. Please remember that we are ONE community and ONE Town Meeting with one common goal; the best interests of our town.
7. All commentary, remarks and inquiries must be addressed to the Moderator as Chair of the Meeting.
8. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.8 of the Needham General By-Laws.
9. Blank forms for lengthy motions are available from Town Counsel and should be employed. If lengthy or complicated, motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, particularly with regard to zoning articles, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

Special Note on zoning articles. Zoning is complex and the subject of much effort prior to Town Meeting. As discussed in the Moderator's Memorandum to Town Meeting Members in connection with this Special Town Meeting and consistent with the rules adopted for the Annual Town Meeting, anyone who wishes to tender an amendment to a zoning article must confer in advance with the Planning Board, and if necessary Town Counsel and the Moderator to address questions and if possible, work with the Planning Board to address wording and the impact of any amendments.

10. Short motions to amend and procedural motions need not be in writing.
11. Parliamentary motions such as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.
12. Limits on debate shall be enforced by the Moderator.

13. Questions asked for general informational purposes unrelated to the matter under consideration by the Meeting shall be ruled out of order.
14. As stated in the Moderator's memorandum to Town Meeting Members in connection with this Special Town Meeting, this meeting is being televised through the good efforts of the Needham Channel. Any inappropriate conduct involving the T.V. coverage or cameras shall be deemed to be out of order addressed swiftly and definitively by the Moderator.
15. I seek unanimous consent to adopt the following rules of practice concerning debate:

For this meeting only, no affirmative presentations by proponents of articles, other interested parties and the Finance Committee, information having been published in advance on the town website.

An Article will be called by its number and the corresponding Main Motion will be placed on the floor by the Moderator for discussion by the Meeting.

Time limits for discussion: Town Meeting Members, non-TMMS, visitors other than attorneys: (5 min. all-inclusive per article).

Responsive remarks by sponsors, the Select Board, the Finance Committee and other Town Boards or Departments (5 minutes per response)

Hearing no objection, the Moderator finds unanimous consent that the rules of procedure and practice concerning debate as described by the Moderator are voted and adopted and the Town Clerk will so record.

Announcements

1. At our Annual Town Meeting in June, I announced that the customary awards presentation from the Richard Patton Melick Foundation would occur in our Fall Meeting. Well. That assumed we would be back to normal in the Fall and we are not. So, the Foundation asked me to announce the Town Meeting Members who are being recognized this year for 25 years of service and this year's Melick award winners. After Town Meeting, the Foundation will post a video of their awards presentation on the Town website. In addition, the Foundation itself will celebrate its 25th Anniversary next year.

Recognized for 25 years of service as Town Meeting Members;

Paul J. Durda

Steven M. Rosenstock

Martin L. B. Walter, and

Michael K. Fee

This year's Melick Award Winners: The late Paul Attridge and his wife Polly Attridge.

Massachusetts General Laws Chapters 80 and 83, using the fixed uniform rate method at a rate of up to \$60 per linear foot of frontage and \$0.95 per square foot of accessible area within 100 feet of the street; and to authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise, easements for utility purposes to permit the installation, maintenance and repair of municipal sewer line in Walker Lane.

ACTION: Adopted by unanimous consent.

ARTICLE 13: APPROPRIATE FOR NEEDHAM COMMUNITY FARM GROWING BED EXPANSION

To see if the Town will vote to raise and/or transfer and appropriate \$6,200 for Needham Community Farm Growing Bed expansion, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Open Space Reserve; or take any other action relative thereto.

Article Information: The Needham Community Farm is requesting funding to expand the growing area of the Community Farm to enhance its current growing beds. The Needham Community Farm offers community gardening classes, public volunteer opportunities, and community activities, and supplies fresh produce to the Needham Food Pantry and Needham Housing Authority sites. The requested funding would result in an increase of approximately 20% in growing area.

MOVED: That the Town vote to raise and/or transfer and appropriate \$6,200 for Needham Community Farm Growing Bed Expansion, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Open Space Reserve.

ARTICLE 1: AMEND THE FY2021 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2021 Operating Budget adopted under Article 14 of the 2020 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
9	Reserve Fund	\$2,077,091	TBD

take any other action relative thereto.

Article Information: The purpose of this article is to provide a possible funding source for extraordinary COVID-19 expenses identified under Article 3 of this warrant.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2021 Operating Budget adopted under Article 14 of the 2020 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
9	Reserve Fund	\$2,077,091	TBD

ACTION: Adopted by unanimous consent.

ARTICLE 14: CLAXTON FIELD LIGHTS & SKIN DIAMOND RENOVATION – DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$101,500 for Claxton Field Lights and skin diamond renovation design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts; or take any other action relative thereto.

Article Information: This article will fund the design of two key improvements to Claxton Field. The current fields were constructed on a closed landfill that is not properly graded due to site conditions, settling of materials, and age. The project will include design of the skin diamond, involving removal of the existing skins, evaluation of soil conditions, and amendments and grade improvements as necessary to prevent future puddling after heavy rains and to reduce field closures. The second element of this design project will include an evaluation of the lighting needs of the field, upgrading the field lighting system, and inclusion of more energy efficient lights.

MOVED: That the Town vote to raise and/or transfer and appropriate \$101,500 for Claxton Field Lights and skin diamond renovation design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts.

ACTION: Adopted by unanimous consent.

At this time the Moderator proceeded with the remaining articles in the warrant.

The Moderator advised the articles under which proponents no longer have an interest in presenting a main motion to this meeting include Articles 1, 3 and 15.

The Moderator announced that Articles 9 and 17 are subject to motions to amend or other motions from their proponents or for other reasons cannot be passed by unanimous consent.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 2. No Town Meeting Members responded with "question" or "debate" to Articles 2, 5, 8, 13, and 14. The Moderator then called the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was unanimously voted, and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 2: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

Article Information: The Property Tax Assistance Program provides assistance to elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The Select Board's recent practice has been to seek an annual appropriation for the Property Tax Assistance Program that is at least equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$16,945 in fiscal year 2020.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus.

ACTION: Adopted by unanimous consent.

ARTICLE 5: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the amount of \$21,390 for the purpose of supporting transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager; or take any other action relative thereto.

Article Information: Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund. Each Transportation Network Company (such as Uber and Lyft) is assessed \$0.20 per ride to fund transportation improvements. One-half of the amount received from the Fund is to be distributed proportionately to each city and town based on the number of rides that originated in that city or town. The distributed funds must be used to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public

purpose substantially related to the operation of transportation network services in the city or town. Funding for transportation improvements in FY2021 will be allocated to pedestrian and bicycle safety initiatives, unless circumstances require otherwise.

MOVED: That the Town vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the amount of \$21,390 for the purpose of supporting transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager.

ACTION: Adopted by unanimous consent.

ARTICLE 8: APPROPRIATE FOR WALKER LANE SEWER

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$270,000 for the purpose of constructing an extension of the sewer main in Walker Lane, to be spent under the direction of the Town Manager, and to meet this appropriation that \$170,000 be raised from Sewer Enterprise Fund receipts, and that \$9,000 be transferred from Article 15 of the November 2011 Special Town Meeting, \$36,000 be transferred from Article 9 of the May 2013 Special Town Meeting, \$12,000 be transferred from Article 44 of the May 2015 Annual Town Meeting, and that \$43,000 be transferred from Article 45 of the May 2015 Annual Town Meeting; to provide that two-thirds of the whole cost of the improvement shall be borne by the Town and one-third of whole cost shall be borne by the properties benefitted thereby; to authorize the assessment of betterments on the properties benefitted by the improvement in accordance with the provisions of Massachusetts General Law Chapters 80 and 83, using the fixed uniform rate method at a rate of up to \$60 per linear foot of frontage and \$0.95 per square foot of accessible area within 100 feet of the street; and to authorize the Select Board to acquire by purchase, gift, or eminent domain or otherwise, easements for utility purposes to permit the installation, maintenance and repair of municipal sewer line in Walker Lane; or take any other action relative thereto.

Article Information: This project involves the extension of an existing sewer main in Walker Lane to service up to five houses abutting Walker Pond. Septic systems servicing the homes, which are approximately 50 feet from the pond, are affecting the quality of the waterbody and causing excessive aquatic vegetative overgrowth. The impairment is limiting the recreational use of Walker Pond. The pond is owned jointly by the Town and the abutters. The article would fund the effort to improve the water quality by reducing the amount of nutrient laden groundwater entering the pond. The cost of the project will be borne by the town (2/3) and the abutters (1/3) in accordance with the Town Charter.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$270,000 for the purpose of constructing an extension of the sewer main in Walker Lane, to be spent under the direction of the Town Manager, and to meet this appropriation that \$170,000 be raised from Sewer Enterprise Fund receipts, and that \$9,000 be transferred from Article 15 of the November 2011 Special Town Meeting, \$36,000 be transferred from Article 9 of the May 2013 Special Town Meeting, \$12,000 be transferred from Article 44 of the May 2015 Annual Town Meeting, and that \$43,000 be transferred from Article 45 of the May 2015 Annual Town Meeting; to provide that two-thirds of the whole cost of the improvement shall be borne by the Town and one-third of whole cost shall be borne by the properties benefitted thereby; to authorize the assessment of betterments on the properties benefitted by the improvement in accordance with the provisions of

Article 1 was withdrawn earlier this afternoon.

Article 2 was adopted by unanimous consent earlier this afternoon.

ARTICLE 3: APPROPRIATE FOR COVID-19 EXPENSES

To see if the Town will vote to raise and/or transfer and appropriate a sum for the purpose of funding COVID-19 related expenses, to be spent under the direction of the Town Manager, and meet this appropriation that a sum be raised from the tax levy, a sum be transferred from Overlay Surplus; and a sum to be transferred from an available source; or take any other action relative thereto.

Article Information: This article will fund extraordinary expenses related to the COVID-19 pandemic, including those needed to open the Needham Public Schools for both in-person learning and remote instruction. Costs include enhanced cleaning, HVAC maintenance and upgrades, PPE, teaching staff, public health support, and other mitigation costs.

MOVED: That the Town vote to raise and/or transfer and appropriate a sum for the purpose of funding COVID-19 related expenses, to be spent under the direction of the Town Manager, and to meet this appropriation that a sum be raised from the tax levy, a sum be transferred from Overlay Surplus; and a sum to be transferred from an available source.

Article 3 was withdrawn earlier this afternoon.

ARTICLE 4: APPROPRIATE FOR BILLING AND COLLECTION SOFTWARE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,075,000 for the purpose of funding the development, design, acquisition, installation and implementation of new municipal billing and collection applications, network, hardware, related technology, and the decommissioning and phase out of the Town's existing enterprise billing and collection applications, including prior accounting and financial reporting applications, and other related expenses to be spent under the direction of the Town Manager, and to meet this appropriation that \$56,000 be raised from tax levy, \$193,500 be raised from Water Enterprise Fund receipts, and that \$800,000 be transferred from Overlay Surplus, and \$25,500 be transferred from Article 8 of the October 5, 2016 Special Town Meeting; or take any other action relative thereto.

Article Information: This warrant article will fund the acquisition and implementation of new billing software for the Town's major tax levies (motor vehicle and trailer excise, property tax, and other taxes) and for miscellaneous billing and over-the-counter transactions. The project also includes decommissioning the current system, which necessitates the exporting, printing, and archiving of various financial records maintained in the system that will be replaced. The project is anticipated to take 30 to 36 months to complete.

Article Information: The current software is used by the Collector Treasurer to process, report, and reconcile all revenue collections daily. The Town

Article Information: bills and collects motor vehicle excise tax, real, and personal property taxes with the system. The software is also used to bill water and sewer consumption and services, service details, commercial disposal, out-of-district tuition, and numerous Town and School departmental receipts. The system maintains all taxpayer accounts (current and historical) related to all billing and collections. The system is used to provide legal data to homebuyers and sellers relative to municipal charges and payment history.

Article Information: The current billing applications were written in a language that is not well-supported. The software is operated using IBM System I AS/400 hardware, technology the Town has relied upon for 30 years but that is now outdated. The application provider may no longer support the tax billing software with patches and enhancements, and the system has limited functionality and compatibility with other more modern systems in use in the Town.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$1,075,000 for the purpose of funding the development, design, acquisition, installation and implementation of new municipal billing and collection applications, network, hardware, and related technology, and the decommissioning and phase out of the Town's existing enterprise billing and collection applications, including prior accounting and financial reporting applications, and other related expenses to be spent under the direction of the Town Manager, and to meet this appropriation that \$56,000 be raised from the tax levy, \$193,500 be raised from Water Enterprise Fund receipts, and that \$800,000 be transferred from Overlay Surplus, and \$25,500 be transferred from Article 8 of the October 5, 2016 Special Town Meeting.

In response to an inquiry from Mr. Peter D. Atallah, Mr. Matthew D. Borrelli, Vice Chair of the Select Board, advised that this article does include procurement funds. The appropriation was determined from a survey which included all aspects of the purchase.

In response to Mr. Paul A. Siegenthaler, Mr. Borrelli advised that no decision has been made on whether the Town will own the software or an outside company will own the software.

In response to an inquiry from Carl Mathew Snow, Mr. Borrelli stated that the storage of data will go back 30 years per state law.

Carol I. Urwitz questioned the inclusion of training and additional staff. Mr. Borrelli advised that training will be included but no additional staff. There may be some overtime.

ACTION: The main motion was presented and carried by unanimous vote.

Article 5 was adopted by unanimous consent earlier this afternoon.

ARTICLE 6: AMEND ZONING BY-LAW – AVERY SQUARE OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

- (a) Amend the definition of “Independent Living Apartments” in Section 1.3, Definitions, by (i) adding the words “or Avery Square Overlay District” after the words “Elder Services Zoning District”; (ii) deleting the word “only” before the words “residential uses”; and (iii) adding to the end of the definition the sentence “; provided, however, that within the Avery Square Overlay District, as provided in Section 3.15.3.2(d), below, such Independent Living Apartments may be located in a building that also houses Assisted Living and/or Alzheimer’s/Memory Loss Facilities but need not be part of a Continuing Care Retirement Community.”, so that it reads as follows:

“A building in the Elder Services Zoning District or Avery Square Overlay District containing three or more dwelling units, which building houses residential uses and support services accessory thereto, intended primarily as independent living units for individuals aged 55 years or older, and/or families with at least one family member aged 55 years or older, within a Continuing Care Retirement Community provided, however that within the Avery Square Overlay District, as provided in Section 3.15.3.2(d), below, such Independent Living Apartments may be located in a building that also houses Assisted Living and/or Alzheimer’s/Memory Loss Facilities, but need not be part of a Continuing Care Retirement Community.”

- (b) Amend Section 2.1 Classes of Districts by adding the following term and abbreviation under the subsection Overlay:

“ASOD -- Avery Square Overlay District”

- (c) Amend Section 3, Use Regulations, by adding a new Subsection 3.15, Avery Square Overlay District, to read as follows:

3.15 Avery Square Overlay District

3.15.1 Purposes of District

The purposes of the Avery Square Overlay District (“ASOD”) are to promote the health, safety, and general welfare of the community by creating opportunities for housing primarily serving individuals 55 years old or older, who wish to live in independent apartments and/or who may need to live in Assisted Living and/or Alzheimer’s/Memory Loss facilities, within walking distance of goods and services, public transportation, and the civic life of the town; to promote a vibrant, walkable area within the ASOD, and to encourage and allow redevelopment of the existing property within the ASOD in a manner that will further these purposes. Toward these ends, development in the Avery Square Overlay District shall, as set forth in this Section 3.15, be permitted to exceed the density and dimensional requirements that normally apply in the underlying zoning district provided that such development complies with all other requirements of this Section 3.15.

3.15.2 Scope of Authority

In the Avery Square Overlay District, all requirements of the underlying district shall remain in effect except where this Section 3.15 provides an alternative to such requirements, in which case the requirements of this Section 3.15 shall prevail. If the provisions of the Avery Square Overlay District are silent on a requirement that applies in the underlying district, the requirements of the underlying district shall apply.

By filing an application for a Special Permit, site plan review or building permit under this Section 3.15, an applicant shall be deemed to accept and agree to the provisions and requirements of this Section 3.15. If an applicant elects to proceed pursuant to zoning provisions of the underlying district, the provisions and requirements of this bylaw applicable in the underlying district shall control and the provisions of the Avery Square Overlay District shall not apply.

3.15.3 Use Regulations

3.15.3.1 Permitted Uses

The following uses are permitted in the Avery Square Overlay District as a matter of right:

- (a) Uses exempt from local zoning control under M.G.L. c.40A, s. 3.
- (b) Public, semi-public and institutional uses permitted as of right in the underlying district.
- (c) Business uses permitted as of right in the underlying district.
- (d) Accessory uses permitted as of right in the underlying district.

3.15.3.2 Special Permit Uses

The following uses are allowed in the Avery Square Overlay District by Special Permit issued by the Planning Board:

- (a) All uses allowed by special permit in the Avery Square Business District as set forth in Section 3.2.2 of this Bylaw, except those uses permitted as a matter of right as set forth in Section 3.15.3.1, above.
- (b) Assisted Living and/or Alzheimer's/Memory Loss Facilities
- (c) Independent Living Apartments.
- (d) Buildings with multiple uses containing, as a primary use, such uses as are allowed by special permit or by right in the Avery Square Overlay District or the Avery Square Business District, as well as accessory uses subordinate to and customarily incidental to the primary uses.

3.15.4 Dimensional Regulations

3.15.4.1 Building Height and Related Requirements

The maximum building height (including mechanical structures such as HVAC equipment) in the Avery Square Overlay District shall be 44 feet. This height limitation shall not apply to elevator shaft overruns, which shall not exceed a maximum height of 49 feet.

A building or structure which is located on property in the Avery Square Overlay District may include, but not exceed, four (4) stories, all of which may be occupied, except in the following circumstances:

- (a) With respect to the existing building, if a different use is proposed for the building that does not include Independent Living Apartments and/or Assisted Living and/or Alzheimer's/ Memory Loss Facilities as the primary use(s), then the proposed use shall be governed by the use regulations of Section 3.15.3, above, but the fourth story cannot be occupied without a special permit.
- (b) If the Special Permit described in subparagraph (a), above is not granted, the fourth story shall remain unoccupied for any use without a Special Permit, but the fourth story, and any associated mechanical equipment, does not need to be demolished.
- (c) In the event the existing building is demolished, if the primary use(s) of the successor building is not one or both of the uses described in Sections 3.15.3.2 (b) or 3.15.3.2 (c), then the successor building shall not be permitted to have a fourth story.

The ability to use and occupy the fourth story, when permitted by a Special Permit granted pursuant to Sections 3.15.3.2 (b) and/or 3.15.3.2 (c), shall continue notwithstanding (i) a shift in the number of units from the use described in Section 3.15.3.2 (b) to the use described in Section 3.15.3.2 (c), or vice-versa; or (ii) the elimination of one of the uses described in Sections 3.15.3.2 (b) or 3.15.3.2 (c), provided such shift or elimination is allowed by such Special Permit or amendment thereto.

For the fourth story, minimum setback requirements, measured from the façade(s) of the building on which such fourth story is located, shall be as follows: from the eastern facade of the building (facing Highland Ave), fifteen (15) feet; from the northern façade of the building (closest to and facing West Street), one hundred and ten (110) feet; from the western facade of the building, zero (0) feet; from the southern facade of the building, thirty-five (35) feet. No fourth story setback from the north-facing building façade is required with respect to any portion of any building that is set back from West Street at least two hundred (200) feet.

The total floor area of any fourth floor addition to the building may not exceed thirty-five percent (35%) of the total roof area of the building. Mechanical equipment, including but not limited to HVAC equipment, whether or not enclosed, shall not be included in the calculation of maximum allowable floor area hereunder.

Buildings developed under the regulations of the Avery Square Overlay District shall not be subject to any other height limitations nor any other limitations contained in Section 4.4.3.

3.15.4.2 Building Bulk and Other Requirements

The maximum floor area ratio in the Avery Square Overlay District shall be 1.1. Property contiguous with and in common ownership with property in the Avery Square Overlay District shall be included in the lot for purposes of calculating floor area ratio. The enclosed area of a building devoted to off-street parking shall not be counted as floor area for purposes of determining the maximum floor area ratio. Buildings developed under the regulations of the Avery Square Overlay District shall not be subject to any other limitations on floor area ratio, lot coverage, or building bulk contained in Sections 4.4.2, 4.4.7 and 4.4.9.

3.15.5 Off-Street Parking

Except as provided below, the off-street parking regulations in Section 5.1 and the regulations for enclosed parking in Section 4.4.6 shall apply in the Avery Square Overlay District.

- (a) The minimum number of off-street parking spaces in Section 5.1.2 shall apply except as follows:
 - (1) For Independent Living Apartments, there shall be one space per Apartment.

- (2) For Assisted Living units and Alzheimer's/Memory Loss units, the parking requirement shall be one space for every two beds plus one space for each two employees on the largest shift.

- (b) Notwithstanding anything to the contrary elsewhere in this Bylaw, including but not limited to Section 4.4.8.4, in the event that land located in the Single Residence B Zoning District

- (1) is adjacent to the Avery Square Overlay District;
- (2) is in common ownership with adjacent land located in the Avery Square Overlay District; and
- (3) prior to approval of this Section 3.15, was improved as a parking area associated with a building located in the Avery Square Overlay District;

then, provided that said land extends into the Single Residence B Zoning District not more than one hundred (100') feet from the boundary line between the Single Residence B Zoning District and the Avery Square Business District, said land may, as a matter of right, be used as a parking area accessory to uses permitted in the Avery Square Overlay District by right or by special permit.

3.15.6 Affordable Housing

Any building with ten or more Independent Living Apartments shall include affordable housing units as defined in Section 1.3 of this Bylaw, as may be modified in this Section 3.15.6. The following requirements shall apply to a development that includes ten or more Independent Living Apartments:

- (a) For a development with ten or more Independent Living Apartments, twelve and one-half percent (12.5%) of the Independent Living Apartments shall be affordable units. In the instance of a fraction, the fraction shall be rounded up to the nearest whole number. There shall be no affordable housing requirement for nursing homes, convalescent homes, Assisted Living and Alzheimer's/Memory Loss Facilities, or residential care institutions or facilities.
- (b) If the Applicant provides at least one-half of the affordable Independent Living Apartments required herein for households with incomes at or below 50% of area median income, the remaining affordable Independent Living Apartments may be rented to households with incomes up to 100% of area median income even if the latter units are therefore not eligible for the Subsidized Housing Inventory, regardless of any requirements to the contrary set forth in Section 1.3.
- (c) Affordable units shall be dispersed within the building and not concentrated in one area or on one floor. They shall generally be comparable in size, energy efficiency, quality, convenience, and unit-specific real estate-related amenities to the development's market-rate units. Services and other amenities that may be purchased by residents on a voluntary basis are not to be considered unit-specific real estate-related amenities and are excluded from such comparability requirements.
- (d) The selection of eligible homebuyers or renters for the affordable units shall be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the development.
- (e) The affordable units shall be subject to an affordable housing restriction as defined in Section 1.3 of this By-Law with limitations on use, occupancy, resale prices or rents, as applicable, and which provides for periodic monitoring for compliance with the requirements of said restriction."

- (d) Amend Section 4.4.4 Front Setback, by adding the following paragraph after the fourth paragraph of that section:

"In the Avery Square Overlay District, the front setback, if any, shall be kept open and landscaped with grass, plants, and other non-paving materials such as mulch, and shall be unpaved except for patios, walks, and driveways as defined in section 4.4.5. Walls (including walls serving in part as retaining walls) no higher than 36 inches above the grade of the patios, as well as fencing and privacy screening, along the front and side edges of the patios, shall be allowed in the Avery Square Overlay District."

- (c) Amend Section 4.4.6 Enclosed Parking, by adding the phrase "for each square foot" before the words "of parking space (excluding driveways and aisles)" on the fourth line of the first paragraph of that section so that it reads as follows:

"Whenever off-street parking is provided underground and/or within a building itself, the maximum area coverage of the building may be increased up to the limits of the required setback as provided herein. The lot coverage of the building may be increased up to 2 ½ % point above the maximum allowed percentage, by one square foot for each square foot of parking space (excluding driveways and aisles) that is provided underground and/or within the building itself."

Parking which is under a building or partially underground shall, except for driveways, be separated from the street line by building space occupied by the principal use, not by parking.

In the Center Business District, enclosed parking shall be entirely below the grade of adjoining streets measured at their respective center lines. Access to enclosed parking shall be from the rear of the building. If provided, enclosed parking shall not be visible from the street. The placement of parking underground shall not raise the first non-parking floor of a structure above grade. Municipal parking facilities in the Center Business District shall be exempt from this provision."

f) Amend Section 7.6.1 Special Permit Granting Authority, by adding the number "3.15" after the number "3.14" on the second line of that Section so that it reads as follows:

"The Planning Board shall act as a Special Permit Granting Authority only where so designated in Sections 3.4, 3.8, 3.9, 3.10, 3.14, 3.15, 4.2.10, 4.2.11, 4.2.12, 4.4.5, 4.4.9, 4.4.10, 5.1.1.6, 6.6, 6.8, and 7.4 of this Bylaw. In all other cases the Board of Appeals shall act as the Special Permit Granting Authority. Procedures and decision criteria for the Planning Board shall be the same as specified in Section 7.5.2 and Section 7.5.3 (second and fourth paragraphs) for special permits acted on by the Board of Appeals, except where alternative or supplemental criteria are specified, such as at Sections 3.4 and 6.6."

or take any other action relative thereto.

Article Explanation: Articles 6 and 7 are proposed Zoning By-Law amendments that are intended to facilitate the redevelopment of the currently vacant Carter Mill Building at the corner of Highland Avenue and West Street. The Carter factory and mill was established at that site beginning around 1865, and, for the next 125 years until approximately 1990, the factory and mill operated at that location. The building has become a well-known landmark in Needham.

In 1993, the building was approved for the Avery Crossing Assisted Living Facility and Avery Manor Nursing Home. In 1995, a small portion of the building was also approved for medical office use. In 2017, Avery Crossing and Avery Manor were closed, as well as the medical offices, and the building has remained vacant since that time. The proposed By-Law amendments will allow the empty Carter Mill building to be renovated to create a senior housing community (155 units are proposed), including age restricted Independent Living apartments (72 units proposed), Assisted Living apartments (55 units proposed), and Memory Care units (28 units proposed).

Article 6 proposes to create the Avery Square Overlay District ("ASOD") and lays out the regulatory framework for the new overlay district, while Article 7 describes its geographic boundaries. The boundaries of the ASOD match the boundaries of property on which the former Carter Mill building sits, except at the southern end of the property, where the overlay district boundary matches the boundary of the Avery Square Business District. The overlay district's key provisions are summarized below.

Geographic Designation of the District

The ASOD is bounded on the north by West Street; on the east by Highland Avenue; on the south by the existing zoning boundary line between the Avery Square Business District and the adjacent SRB district, which runs through the existing parking area south of the existing building; and on the west by the MBTA commuter railroad right-of-way.

Purpose of the District

The purposes of the ASOD are to promote the health, safety, and general welfare of the community by creating opportunities for housing primarily serving individuals 55 years old or older, who wish to live in independent apartments and/or who may need to live in Assisted Living and/or Alzheimer's/Memory Loss facilities, within walking distance of goods and services, public transportation, and the civic life of the Town; to promote a vibrant, walkable area within the ASOD, and to encourage and allow redevelopment of the existing property within the ASOD in a manner that will further these purposes. Toward these ends, development in the proposed Avery Square Overlay District would be permitted to exceed certain density and dimensional requirements that normally apply in the underlying Avery Square Business District, provided that such development complies with all other requirements of the proposed Warrant Article.

Definitions

The proposed Warrant Article would amend the definition of "Independent Living Apartments" in Section 1.3 of the Bylaw so that within the ASOD, Independent Living Apartments may be located in the same building that also houses Assisted Living and/or Alzheimer's/Memory Loss Facilities, but need not be part of a Continuing Care Retirement Community.

Permitted Uses

The proposed ASOD Warrant Article lists the uses that are allowed as-of-right or by special permit. The use schedule largely mirrors that of the underlying Avery Square Business District with the following additional uses allowed by special permit: Assisted Living and/or Alzheimer's/Memory Loss Facilities; Independent Living Apartments; and Mixed-use buildings containing, as primary uses, such uses as are allowed by special permit by right in the Avery Square Overlay District or the Avery Square Business District, as well as accessory uses subordinate to and customarily incidental to the primary uses.

The proposed ASOD warrant Article specifies that the Planning Board will be the Special Permit Granting Authority for all such special permits.

Allowable Building Height, Number of Stories, and Occupancy

The proposed maximum allowable building height (including mechanical structures such as HVAC equipment) in the ASOD is 44 feet. This height limitation does not apply to elevator shaft overruns, which cannot exceed a maximum height of 49 feet. The building may include, but not exceed,

four (4) stories, all of which may be occupied. At present, the building includes three stories, all of which were occupied while the Avery Crossing Assisted Living Facility and Avery Manor Nursing Home were in operation.

Restrictions on the 4th Story

Under the proposed ASOD Warrant Article, the total floor area of any fourth-floor addition to the existing building may not exceed thirty-five percent (35%) of the total roof area of the existing building. Mechanical equipment, including but not limited to HVAC equipment, whether or not enclosed, is not included in the calculation of maximum allowable floor area.

For the fourth story, minimum setback requirements, measured from the façade(s) of the building, are proposed as follows: from the eastern façade of the building (facing Highland Ave), fifteen (15) feet; from the northern façade of the building (closest to and facing West Street), one hundred and ten (110) feet; from the western facade of the building, zero (0) feet; from the southern facade of the building, thirty-five (35) feet. No fourth story setback from the north-facing building façade would be required with respect to any portion of any building that is set back from West Street at least two hundred (200) feet.

The minimum setbacks and limit on the percentage of the existing footprint of the building that can be used for a fourth story will reduce the visual impact of the fourth story.

If the primary use of the existing building ceases to be Independent Living Apartments and/or Assisting Living and or Alzheimer's/Memory Care Facilities, then the 4th story cannot continue to be occupied unless a special permit is granted allowing such continued occupancy, but the 4th story need not be demolished, and if the existing building is demolished and the primary use(s) are not Independent Living Apartments and/or Assisting Living and or Alzheimer's/Memory Care Facilities then the new building cannot have a 4th story.

Building Bulk and Other Requirements

The proposed maximum floor area ratio ("FAR") in the ASOD is 1.1. The property at the southern end of the parcel, in the adjacent SRB district, that is contiguous with and in common ownership with property in the Avery Square Overlay District, will be included in the lot for purposes of calculating FAR. In the proposed overlay district, the FAR calculation excludes garage parking within the building.

Off-Street Parking

The minimum number of off-street parking spaces specified in Section 5.1.2 of the By-Law will apply except that for Independent Living Apartments, there will be one parking space per apartment; and for Assisted Living units and Alzheimer's/Memory Loss units, the requirement will be one parking space for every two beds, plus one parking space for every two employees on the largest shift.

At present, there is a portion of the southern parking area that extends into the SRB district adjacent to the boundary of the ASOD (and underlying ASB District). Parking in this area will be continued and will be allowed as-of-right, provided that the parking area does not extend any further into the SRB district than is presently the case.

Affordable Housing

In the proposed ASOD Warrant Article, twelve and one-half percent (12.5%) of the Independent Living Apartments must be affordable units. Fractions are rounded up to the nearest whole number. There is no affordable housing requirement for Assisted Living and Alzheimer's/Memory Loss Facilities. Affordable units will be dispersed within the building and not concentrated in one area or on one floor. They will generally be comparable in size, energy efficiency, quality, convenience, and unit-specific real estate-related amenities to the building's market-rate units. The selection of eligible homebuyers or renters for the affordable units will be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the building. The affordable units will also be subject to an affordable housing restriction as defined in Section 1.3 of the Town By-Laws.

Other Proposed Changes to the By-Law

In order to facilitate the proposed renovation of the building, the proposed Warrant Article would amend the definition of "Front Setback" elsewhere in the By-Law to allow ground-level patios (of less than 100 square feet each), and walls no higher than 36 inches around those patios, serving some of the ground-floor units that will face Highland Avenue.

The proposed Warrant Article also would make a small change to the By-Law Section 4.4.6, Enclosed Parking, to correct a wording error, but not change its meaning and effect.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

- (b) Amend the definition of "Independent Living Apartments" in Section 1.3, Definitions, by (i) adding the words "or Avery Square Overlay District" after the words "Elder Services Zoning District"; (ii) deleting the word "only" before the words "residential uses"; and (iii) adding to the end of the definition the sentence "; provided, however, that within the Avery Square Overlay District, as provided in Section 3.15.3.2(d), below, such Independent Living Apartments may be located in a building that also houses Assisted Living and/or Alzheimer's/Memory Loss Facilities but need not be part of a Continuing Care Retirement Community.", so that it reads as follows:

"A building in the Elder Services Zoning District or Avery Square Overlay District containing three or more dwelling units, which building houses residential uses and support services accessory thereto, intended primarily as independent living units for individuals aged 55 years or older, and/or families with at least one family member aged 55 years or older, within a Continuing Care Retirement Community; provided, however that within the Avery Square Overlay District, as provided in Section 3.15.3.2(d), below, such Independent Living

Apartments may be located in a building that also houses Assisted Living and/or Alzheimer's/Memory Loss Facilities, but need not be part of a Continuing Care Retirement Community."

Amend Section 2.1 Classes of Districts by adding the following term and abbreviation under the subsection Overlay:

"ASOD -- Avery Square Overlay District"

Amend Section 3, Use Regulations, by adding a new Subsection 3.15, Avery Square Overlay District, to read as follows:

"3.15 Avery Square Overlay District

3.15.4 Purposes of District

The purposes of the Avery Square Overlay District ("ASOD") are to promote the health, safety, and general welfare of the community by creating opportunities for housing primarily serving individuals 55 years old or older, who wish to live in independent apartments and/or who may need to live in Assisted Living and/or Alzheimer's/Memory Loss facilities, within walking distance of goods and services, public transportation, and the civic life of the town; to promote a vibrant, walkable area within the ASOD, and to encourage and allow redevelopment of the existing property within the ASOD in a manner that will further these purposes. Toward these ends, development in the Avery Square Overlay District shall, as set forth in this Section 3.15, be permitted to exceed the density and dimensional requirements that normally apply in the underlying zoning district provided that such development complies with all other requirements of this Section 3.15.

3.15.5 Scope of Authority

In the Avery Square Overlay District, all requirements of the underlying district shall remain in effect except where this Section 3.15 provides an alternative to such requirements, in which case the requirements of this Section 3.15 shall prevail. If the provisions of the Avery Square Overlay District are silent on a requirement that applies in the underlying district, the requirements of the underlying district shall apply.

By filing an application for a Special Permit, site plan review or building permit under this Section 3.15, an applicant shall be deemed to accept and agree to the provisions and requirements of this Section 3.15. If an applicant elects to proceed pursuant to zoning provisions of the underlying district, the provisions and requirements of this bylaw applicable in the underlying district shall control and the provision of the Avery Square Overlay District shall not apply.

3.15.6 Use Regulations

3.15.3.1 Permitted Uses

The following uses are permitted in the Avery Square Overlay District as a matter of right:

- (f) Uses exempt from local zoning control under M.G.L. c.40A, s. 3.
- (g) Public, semi-public and institutional uses permitted as of right in the underlying district.
- (h) Business uses permitted as of right in the underlying district.
- (i) Accessory uses permitted as of right in the underlying district.

3.15.3.3 Special Permit Uses

The following uses are allowed in the Avery Square Overlay District by Special Permit issued by the Planning Board:

- (a) All uses allowed by special permit in the Avery Square Business District as set forth in Section 3.2.2 of this Bylaw, except those uses permitted as a matter of right as set forth in Section 3.15.3.1, above.
- (b) Assisted Living and/or Alzheimer's/Memory Loss Facilities
- (c) Independent Living Apartments.
- (d) Buildings with multiple uses containing, as a primary use, such uses as are allowed by special permit or by right in the Avery Square Overlay District or the Avery Square Business District, as well as accessory uses subordinate to and customarily incidental to the primary uses.

3.15.4 Dimensional Regulations

3.15.4.1 Building Height and Related Requirements

The maximum building height (including mechanical structures such as HVAC equipment) in the Avery Square Overlay District shall be 44 feet. This height limitation shall not apply to elevator shaft overruns, which shall not exceed a maximum height of 49 feet. A building or structure which is located on property in the Avery Square Overlay District may include, but not exceed, four (4) stories, all of which may be occupied, except in the following circumstances:

- (d) With respect to the existing building, if a different use is proposed for the building that does not include Independent Living Apartments and/or Assisted Living and/or Alzheimer's/ Memory Loss Facilities as the primary use(s), then the proposed use shall be governed by the use regulations of Section 3.15.3, above, but the fourth story cannot be occupied without a special permit.
- (e) If the Special Permit described in subparagraph (a), above is not granted, the fourth story shall remain unoccupied for any use without a Special Permit, but the fourth story, and any associated mechanical equipment, does not need to be demolished.
- (f) In the event the existing building is demolished, if the primary use(s) of the successor building is not one or both of the uses described in Sections 3.15.3.2 (b) or 3.15.3.2 (c), then the successor building shall not be permitted to have a fourth story.

The ability to use and occupy the fourth story, when permitted by a Special Permit granted pursuant to Sections 3.15.3.2 (b) and/or 3.15.3.2 (c), shall continue notwithstanding (i) a shift in the number of units from the use described in Section 3.15.3.2 (b) to the use described in Section 3.15.3.2 (c), or vice-versa; or (ii) the elimination of one of the uses described in Sections 3.15.3.2 (b) or 3.15.3.2 (c), provided such shift or elimination is allowed by such Special Permit or amendment thereto.

For the fourth story, minimum setback requirements, measured from the façade(s) of the building on which such fourth story is located shall be as follows: from the eastern façade of the building (facing Highland Ave), fifteen (15) feet; from the northern façade of the building (closest to and facing West Street), one hundred and ten (110) feet; from the western façade of the building, zero (0) feet; from the southern façade of the building, thirty-five (35) feet. No fourth story setback from the north-facing building façade is required with respect to any portion of any building that is set back from West Street at least two hundred (200) feet.

The total floor area of any fourth floor addition to the building may not exceed thirty-five percent (35%) of the total roof area of the building. Mechanical equipment, including but not limited to HVAC equipment, whether or not enclosed, shall not be included in the calculation of maximum allowable floor area hereunder.

Buildings developed under the regulations of the Avery Square Overlay District shall not be subject to any other height limitations nor any other limitations contained in Section 4.4.3.

3.15.4.2 Building Bulk and Other Requirements

The maximum floor area ratio in the Avery Square Overlay District shall be 1.1. Property contiguous with and in common ownership with property in the Avery Square Overlay District shall be included in the lot for purposes of calculating floor area ratio. The enclosed area of a building devoted to off-street parking shall not be counted as floor area for purposes of determining the maximum floor area ratio. Buildings developed under the regulations of the Avery Square Overlay District shall not be subject to any other limitations on floor area ratio, lot coverage, or building bulk contained in Sections 4.4.2, 4.4.7 and 4.4.9.

3.15.5 Off-Street Parking

Except as provided below, the off-street parking regulations in Section 5.1 and the regulations for enclosed parking in Section 4.4.6 shall apply in the Avery Square Overlay District.

- (j) The minimum number of off-street parking spaces in Section 5.1.2 shall apply except as follows:
 - (1) For Independent Living Apartments, there shall be one space per Apartment.
 - (2) For Assisted Living units and Alzheimer's/Memory Loss units, the parking requirement shall be one space for every two beds plus one space for each two employees on the largest shift.
- (k) Notwithstanding anything to the contrary elsewhere in this Bylaw, including but not limited to Section 4.4.8.4, in the event that land located in the Single Residence B Zoning District
 - (1) is adjacent to the Avery Square Overlay District;
 - (2) is in common ownership with adjacent land located in the Avery Square Overlay District; and
 - (3) prior to approval of this Section 3.15, was improved as a parking area associated with a building located in the Avery Square Overlay District;

then, provided that said land extends into the Single Residence B Zoning District not more than one hundred (100') feet from the boundary line between the Single Residence B Zoning District and the Avery Square Business District, said land may, as a matter of right, be used as a parking area accessory to uses permitted in the Avery Square Overlay District by right or by special permit.

3.15.6 Affordable Housing

Any building with ten or more Independent Living Apartments shall include affordable housing units as defined in Section 1.3 of this By-Law, as may be modified in this Section 3.15.6. The following requirements shall apply to a development that includes ten or more Independent Living Apartments:

- (a) For a development with ten or more Independent Living Apartments, twelve and one-half percent (12.5%) of the Independent Living Apartments shall be affordable units. In the instance of a fraction, the fraction shall be rounded up to the nearest whole number. There shall be no affordable housing requirement for nursing homes, convalescent homes, Assisted Living and Alzheimer's/Memory Loss Facilities, or residential care institutions or facilities.
- (b) If the Applicant provides at least one-half of the affordable Independent Living Apartments required herein for households with incomes at or below 50% of area median income, the remaining affordable Independent Living Apartments may be rented to households with incomes up to 100% of area median income even if the latter units are therefore not eligible for the Subsidized Housing Inventory, regardless of any requirements to the contrary set forth in Section 1.3.
- (l) Affordable units shall be dispersed within the building and not concentrated in one area or on one floor. They shall generally be comparable in size, energy efficiency, quality, convenience, and unit-specific real estate-related amenities to the development's market-rate units. Services and other amenities that may be purchased by residents on a voluntary basis are not to be considered unit-specific real estate-related amenities and are excluded from such comparability requirements.
- (m) The selection of eligible homebuyers or renters for the affordable units shall be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the development.
- (n) The affordable units shall be subject to an affordable housing restriction as defined in Section 1.3 of this By-Law with limitations on use, occupancy, resale prices or rents, as applicable, and which provides for periodic monitoring for compliance with the requirements of said restriction."

Amend Section 4.4.4 Front Setback, by adding the following paragraph after the fourth paragraph of that section:

"In the Avery Square Overlay District, the front setback, if any, shall be kept open and landscaped with grass, plants, and other non-paving materials such as mulch, and shall be unpaved except for patios, walks, and driveways as defined in section 4.4.5. Walls (including walls serving in part as retaining walls) no higher than 36 inches above the grade of the patios, as well as fencing and privacy screening, along the front and side edges of the patios, shall be allowed in the Avery Square Overlay District."

Amend Section 4.4.6 Enclosed Parking, by adding the phrase "for each square foot" before the words "of parking space (excluding driveways and aisles)" on the fourth line of the first paragraph of that section so that it reads as follows:

"Whenever off-street parking is provided underground and/or within a building itself, the maximum area coverage of the building may be increased up to the limits of the required setback as provided herein. The lot coverage of the building may be increased up to 2 ½ % points above the maximum allowed percentage, by one square foot for each square foot of parking space (excluding driveways and aisles) that is underground and/or within the building itself."

Parking which is under a building or partially underground shall, except for driveways, be separated from the street line by building space occupied by the principal use, not by parking.

In the Center Business District, enclosed parking shall be entirely below the grade of adjoining streets measured at their respective center lines. Access to enclosed parking shall be from the rear of the building. If provided, enclosed parking shall not be visible from the street. The placement of parking underground shall not raise the first non-parking floor of a structure above grade. Municipal parking facilities in the Center Business District shall be exempt from this provision."

Amend Section 7.6.1 Special Permit Granting Authority, by adding the number "3.15" after the number "3.14" on the second line of that Section so that it reads as follows:

Planning Board shall act as a Special Permit Granting Authority only where so designated in Sections 3.4, 3.8, 3.9, 3.10, 3.14, 3.15, 4.2.10, 1, 4.2.12, 4.4.5, 4.4.9, 4.4.10, 5.1.1.6, 6.6, 6.8, and 7.4 of this Bylaw. In all other cases the Board of Appeals shall act as the Special Permit Granting Authority. Procedures and decision criteria for the Planning Board shall be the same as specified in Section 7.5.2 and Section 7.5.3 (second and fourth paragraphs) for special permits acted on by the Board of Appeals, except where alternative or supplemental criteria are specified, such as sections 3.4 and 6.6."

Jeanne S. McKnight, Chair, Planning Board, moved that Articles 6 and 7 be discussed together and voted on separately. The motion was presented and carried by unanimous vote.

In response to two questions from Carol Urwitz, Mr. Adam Block advised that nursing care is already permitted. The zero rear setback to the railroad tracks has not changed and was not a problem previously.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 7: AMEND ZONING BY-LAW – MAP CHANGE TO AVERY SQUARE OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

- (a) Place in the Avery Square Overlay District all that land described as follows, and superimposing that District over the existing Avery Square Business District:

Beginning at the point of intersection of the westerly sideline of Highland Avenue and the northerly sideline of what was formerly known as Hildreth Place (said former Hildreth Place as shown on Needham Town Assessors Map 63); thence running northerly by the westerly sideline of Highland Avenue to the point of curvature of a curve having a radius of 20 feet and an arc length of 29.27 feet; said curve being a property rounding of the intersection of the westerly sideline of Highland Avenue and the southerly sideline of West Street; thence running northerly, northwesterly, and westerly by said curve to the point of tangency of said curve located on the southerly sideline of West Street; thence running westerly by the southerly sideline of West Street to the point of intersection of the southerly sideline of West Street and the easterly right of way line of MBTA property; thence running southerly by said easterly right of way line of MBTA property to the intersection of the easterly right of way line of MBTA property and the northerly sideline of what was formerly known as Hildreth Place; thence running easterly by the northern boundary of what was formerly known as Hildreth Place, to the point of beginning.

The land is also shown on Needham Town Assessors Map 63, Parcel 37, but excluding any land to the south of the northerly sideline of what was formerly known as Hildreth Place.

Or take any other action relative thereto.

Article Explanation: This article describes the geographical boundaries of the new Avery Square Overlay District, which is bounded on the north by West Street; on the east by Highland Avenue; on the south by the northern and western boundaries of the property located at 1049 Highland Avenue; and the northern boundary of the property located at 95 Dana Place; and on the west by the MBTA commuter railroad right-of-way.

MOVED: That the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

- (b) Place in the Avery Square Overlay District all that land described as follows, and superimposing that District over the existing Avery Square Business District:

Beginning at the point of intersection of the westerly sideline of Highland Avenue and the northerly sideline of what was formerly known as Hildreth Place (said former Hildreth Place as shown on Needham Town Assessors Map 63); thence running northerly by the westerly sideline of Highland Avenue to the point of curvature of a curve having a radius of 20 feet and an arc length of 29.27 feet; said curve being a property rounding of the intersection of the westerly sideline of Highland Avenue and the southerly sideline of West Street; thence running northerly, northwesterly, and westerly by said curve to the point of tangency of said curve located on the southerly sideline of West Street; thence running westerly by the southerly sideline of West Street to the point of intersection of the southerly sideline of West Street and the easterly right of way line of MBTA property; thence running southerly by said easterly right of way line of MBTA property to the intersection of the easterly right of way line of MBTA property and the northerly sideline of what was formerly known as Hildreth Place; thence running easterly by the northern boundary of what was formerly known as Hildreth Place, to the point of beginning.

The land is also shown on Needham Town Assessors Map 63, Parcel 37, but excluding any land to the south of the northerly sideline of what was formerly known as Hildreth Place.

ACTION: The main motion was presented and carried by the required two-thirds vote as declared by the Moderator on a voice vote.

Article 8 was adopted by unanimous consent earlier this afternoon.

ARTICLE 9: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Hillside School Construction (Sunita L. Williams Elementary School)	2016 October STM	2	\$57,542,500	\$9,000,000
Total				\$9,000,000

take any other action relative thereto.

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the town from borrowing the amount rescinded and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids. The rescission for the Sunita Williams School does not represent the total open balance. At the time of the printing of this warrant, the final audit by the Massachusetts School Building Authority was not yet complete. There may be an additional portion of the borrowing authorization that will be needed to cover expenses which are determined by the State to be the Town's obligation.

MOVED: That the Town vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Hillside School Construction (Sunita L. Williams Elementary School)	2016 October STM	2	\$57,542,500	\$9,000,000
Total				\$9,000,000

A motion to amend was offered by Daniel P. Matthews, Selectman, to delete the sum of "\$9,000,000" and insert in place thereof the sum "\$10,000,000". The motion to amend was presented and carried by unanimous vote.

ADDITION: The main motion, as amended, was presented, and carried by unanimous vote.

MOVED: That the Town vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Hillside School Construction (Sunita L. Williams Elementary School)	2016 October STM	2	\$57,542,500	\$10,000,000
Total				\$10,000,000

ARTICLE 10: APPROPRIATE FOR EMERGENCY RENTAL ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$120,000 for an emergency rental assistance program, to be spent under the direction of the Town Manager, and to meet this appropriation that said \$100,000 be transferred from Community Housing Reserve and that \$20,000 be raised from Community Preservation Fund receipts; or take any other action relative thereto.

Article Information: The Needham Affordable Housing Trust is proposing to establish a short-term emergency rental assistance program for qualifying Needham renter households who have experienced a reduction in income due to the pandemic. Participation guidelines would restrict eligibility to households with incomes at or below 80% of area median income (AMI), with a preference for those at or below 50% AMI. Applicants must provide documentation of income reductions due to Covid-19. The program will cover 50% of a household's monthly rent with a maximum

monthly assistance of \$1,500 for three months of payments. The Program would be administered by a non-profit housing organization responsible for accepting applications, determining eligibility, selecting beneficiaries, entering into agreements with participants and landlords, disbursing checks to landlords, and providing regular reporting on progress.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$120,000 for an emergency rental assistance program, to be spent under the direction of the Town Manager, and to meet this appropriation that said \$100,000 be transferred from the Community Housing Reserve and that \$20,000 be raised from Community Preservation Fund receipts.

Mr. Ross M. Donald expressed concern that this article is not for individuals, but for landlords and does not create affordable housing. The pandemic deserves a COVID-19 response and comprehensive long-term solutions.

Mr. Daniel P. Matthews, Member of the Select Board, noted that the Select Board shares many of the spokesman's concerns. This is a specific \$50,000 allotment from the State which allows payment of 50% rent for up to three months. It is very calculated. And yes, the rent is paid to the landlord.

In response to an inquiry from Kimberly Nichols-Tierney, Mr. Matthews explained that if the article is approved, there will be an application process, grants will begin in January and it is expected that all funds will be used by next year.

Emily Rose Cooper advised that over 80 towns are running these programs and using CPC funds. The moratorium is ending. Ms. Cooper rose in support of this article.

Lisa Cherbuliez also rose in favor of this article. She asked if there are good records to determine who needs help. Mr. Matthews explained that there will be a 30-day application process to assist in making these determinations.

In response to an inquiry from Carl Matthew Snow, Mr. Matthews advised that the town will use an RFP (Request for Proposal) and seek a reliable firm to administer the program.

Mr. Matthews advised Carlos Aqualimpia that if the number of qualified applicants exceeds the available funds, it will be decided by a lottery.

ACTION: The main motion which requires a majority vote was presented and carried by majority vote declared by the Moderator on a voice vote.

ARTICLE 11: APPROPRIATE FOR FIRST BAPTIST CHURCH PRESERVATION & RESTORATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$90,200 for the First Baptist Church Preservation and Restoration, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts; or take any other action relative thereto.

Article Information: The First Baptist Church is requesting funding for the historic preservation of the street facing front porch and columns. The First Baptist Church, located at 858 Great Plain Avenue, is on the Town's historic register and has historic significance to the Town of Needham. The front porch of First Baptist Church in Needham is a prominent and identifying feature of the Great Plain Avenue streetscape. The First Baptist Church was originally located on the corner of Highland Avenue and Great Plain Avenue and was moved to the current location in 1928. The requested funds will help restore the historic capstone, steps, and landing of the front porch, the porch columns, architectural detailing around the roofline and of the porch façade, as well as a cornice piece on the east wing of the church.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$90,200 for the First Baptist Church Preservation and Restoration, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts.

Mr. Robert T. Smart, Jr. rose in support of Article 11 and 12. He stated that he is a member of the First Parish Church. While State law prevents expending money for religious purposes, the Town's purpose is to preserve two historic buildings. It is possible

that this article could be challenged but I do not think that will happen. Mr. Smart urged support of Articles 11 and 12.

Mr. Jeffrey D. Heller also rose in support of these articles. He noted that he asked if he should recuse himself from the Historic Commission but was told it was not necessary. He is also a member of the First Parish Church. He noted that First Parish Church did major renovations a couple of year ago.

On the suggestion of the Moderator, Jeffrey D. Heller moved to discuss Articles 11 and 12 together and vote on these articles separately. The motion was presented and carried by unanimous vote.

Mr. Heller indicated that the Historical Commission advised that the First Baptist Church was the first church built in the new town center in 1711 and it is an historic building. Mr. Heller urged support of both articles.

Mr. Ford Peckham questioned if this was going to become an annual request.

Mr. Steven Anthony Frail rose in opposition of these articles. He stated that we have many religious buildings that may also need assistance.

Mr. Erik J. Bailey stated that he is a member of the First Parish Church but is speaking as a Town Meeting Member. In 1711 the Town of Needham separated from the Town of Dedham and was required to build a church. This is the epitome of our history. He urged support.

Doug H. Fox agreed that these buildings are historic buildings, but it could be a problem. He stated that he will vote no but would write a check to help with the funding.

Shari D. Stier stated that it is important to maintain historic sites and suggested obtaining possible funding through COVID Assistance.

Mr. Philip Edward Brandish recommended a no vote on these articles.

Ms. Jill C. Kahn-Borsel advised that the Finance Committee was not in favor of these two articles and these articles were not reviewed by Town Counsel. Private fund raising could help with these restorations. In response to an inquiry from Ms. Kahn, Finance Committee member Thomas Jacob stated that the Finance Committee voted 8 – 0 not to adopt these articles.

In response to an inquiry from Mr. Steven M. Rosenstock, Mr. Peter J. Pingitore, Member of the Community Preservation Committee, advised that individuals living in historic buildings could apply for funding. However, Town Meeting could vote to provide benefits to the public such as tours and public meetings. Mr. Rosenstock stated that this would be spending money on non-town-owned land and he opposed these articles.

Jeanne S. McKnight, Chair, Planning Board, advised that the town typically gets an interest in land and the town issues a restriction held by the town for a period.

Mr. Pingitore stated that the CPC did consult with Town Counsel and requested the Moderator to recognize Mr. Christopher Heap, Town Counsel and non-resident. Unanimous consent was given to allow Mr. Heap to address Town Meeting.

Mr. Heap advised that Mrs. McKnight is correct in that a town can issue an Historic Preservation Restriction or the town could issue a grant restriction in which funds would be paid to the town.

Paul A. Siegenthaler and Carol I. Urwitz rose in opposition to Articles 11 and 12.

Mr. Ross M. Donald rose in favor of Article 12 indicating that he is a member of the First Parish Church.

Maurice P. Handel rose as a citizen and not as a member of the Select Board. He suggested that this is not about religion. These buildings need to be preserved.

A motion to move the previous question on Articles 11 and 12 was offered by Mr. John P. Kirk. The motion was presented, but the Moderator was in doubt as to the voice vote. The following Town Meeting Member were sworn in as tellers by the Moderator: William R. Dermody, Jane B. Murphy, Michael J. Greis, Cynthia J. Maston, Richard S. Creem and Lorraine M. Murphy. The motion was presented again and carried by a count of hands. The hand count was Yes 137 No 49.

ARTICLE 11: The main motion under Article 11 was presented, but the moderator was in doubt. The motion was again presented and carried by a count of hands. The hand count was Yes 111 No 83.

ARTICLE 12: APPROPRIATE FOR FIRST PARISH CHURCH STEEPLE PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for First Parish Church Steeple Preservation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts; or take any other action relative thereto.

Article Information: The First Parish Church is requesting funding for the historic preservation of the steeple. The First Parish Church, located at 23 Dedham Avenue, is on the Town's historic register and has historic significance to the Town of Needham. The steeple houses a Paul Revere Bell that still rings on special occasions. The First Parish Church hosted Needham's original Town Meeting and still hosts community events throughout the year. The requested funds would help preserve the steeple to ensure continued protection of this historic building.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of \$50,000 for First Parish Church Steeple Preservation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts.

ARTICLE 12: The main motion was presented, but the moderator was in doubt. The motion was again presented and carried by a count of hands. The hand count was Yes 109 No 76.

Article 13 was adopted by unanimous consent earlier this afternoon.

Article 14 was adopted by unanimous consent earlier this afternoon.

ARTICLE 15: DEFazio TRACK SYNTHETIC TRACK RESURFACING

To see if the Town will vote to raise and/or transfer and appropriate \$160,000 for the resurfacing of the synthetic track at DeFazio Field Complex, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts; or take any other action relative thereto.

Article Information: This article will fund the replacement of the surfacing of the track at the DeFazio Field Complex. The track is subject to delamination (separation into layers) due to its age. The resurfacing project is intended to extend the life of this track by approximately 10 additional years, thereby delaying a full replacement.

MOVED: That the Town vote to raise and/or transfer and appropriate \$160,000 for the resurfacing of the synthetic track at DeFazio Field Complex, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Community Preservation Fund receipts.

Article 15 was withdrawn earlier this afternoon.

ARTICLE 16: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2021 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	\$82,000
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Reserves:

B. Community Preservation Fund Annual Reserve	\$ 817,977
C. Community Housing Reserve	\$364,788
D. Historic Resources Reserve	\$0
E. Open Space Reserve	\$364,788

or take any other action relative thereto.

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur.

during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

MOVED: That the Town vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2021 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee
\$82,000

Reserves:

B. Community Preservation Fund Annual Reserve \$
817,977
C. Community Housing Reserve
\$364,788
D. Historic Resources Reserve
\$0
E. Open Space Reserve
\$364,788.

ACTION: the main motion was presented and carried by unanimous vote.

ARTICLE 17: RESOLUTION TO REQUEST A STUDY OF SYSTEMIC RACISM IN NEEDHAM

To see if the Town will adopt the following resolution or take any other action relative thereto.

RESOLUTION TO REQUEST A STUDY OF THE EFFECTS OF SYSTEMIC RACISM IN NEEDHAM, PARTICULARLY IN REGARD TO THE CORE ISSUES OF RACIAL PROFILING, PUBLIC SAFETY, AND HOUSING, WITH AN UPDATE ON PROGRESS MADE TOWARD COMPLETION OF THE STUDY TO BE PROVIDED PRIOR TO THE 2021 ANNUAL TOWN MEETING INCLUDING, IF WARRANTED, RECOMMENDATIONS OF ACTIONS TO BE TAKEN BY THE TOWN OF NEEDHAM TO ADDRESS THESE CONCERNS, INCLUDING BUT NOT LIMITED TO, THE POSSIBLE APPROPRIATION OF FUNDS AT A FUTURE TOWN MEETING AND ADDITIONAL RESULTS AND RECOMMENDATIONS TO BE COMPILED AND PROVIDED IN A TIMELY FASHION TO FUTURE TOWN MEETINGS.

WHEREAS, since the murder of George Floyd there have been demonstrations and other public activity in the Town of Needham in support of police reform and in support of the victims of police violence, leading to the initiation of the town's Unite Against Racism Initiative;

WHEREAS, Town Meeting believes incidents of racism have occurred and continue to occur in Needham;

WHEREAS, the Town of Needham should thoughtfully consider the testimony of those who have been affected by racism;

WHEREAS, Town Meeting wishes to study actions that may be taken to improve the life experience of Black, Indigenous, and all People of Color (BIPOC) in Needham;

WHEREAS, Town Meeting understands law enforcement has historically been directly or indirectly tied to the perpetuation of discrimination and systemic racism;

WHEREAS, reimagining public safety has become a focus for our surrounding communities;

WHEREAS, the oversight of Needham Police, including but not limited to policies and practices concerning the use of force, hiring, firing and arbitration and discipline, as well as activity tracking, performance measurement, and ease of accessing information may require revision and clarification;

WHEREAS, alternative and more effective and appropriate approaches to the current police use of force policy are available;

WHEREAS, qualified immunity provides public safety officers nationally with such broad protections that they are rarely punished for unconscionable and apparently illegal actions;

WHEREAS, the Equal Justice Placard Program has been adopted by businesses throughout Needham and is affixed in the Town Hall;

WHEREAS, Needham housing and zoning policies have historically been directly or indirectly tied to perpetuation of discrimination and systemic racism;

BE IT RESOLVED THAT town officials and staff, perhaps through a new Citizens Committee, a newly-empowered Human Rights Committee, or a new working group, to be determined in whole or in part by the Select Board of the Town of Needham, Massachusetts, conduct a review of the effects of systemic racism in Needham and, if warranted, present to the 2021 Annual Town Meeting and subsequent Annual and Special Town Meetings specific warrant articles aimed at improvement. The review shall include evaluation of:

- Racism experienced by people in Needham;
- Discussions with the Town Committee Chairs to understand the role of racism within their areas of responsibility;
- Police oversight and accountability, including but not limited to qualified immunity, use of force policies, training (de-escalation, crisis intervention, legal education, diversity/inclusion), hiring and firing, arbitration and discipline, activity tracking, performance measurement, and ease of publicly accessing information;
- Evaluation of alternative police policies such as those offered by Campaign Zero;
- Racial profiling in public spaces;
- Expansion of the Equal Justice Placard Program through all Needham Town buildings; and
- Housing and zoning policies.

Article Information: This article is inserted by the Select Board at the request of the petitioners who submitted revised text after the submission of their original petition. This non-binding resolution would request that the Select Board conduct a review of the effects of systemic racism in Needham and provides certain findings and direction regarding that review. Racial equity is a priority for the Town, brought even more into focus by events this year. Town agencies, volunteer boards, and departments are active in this

work, and the Select Board has established a Needham Unite Against Racism Initiative (NUARI). The NUARI effort includes a working group to help articulate a vision for racial equity in Needham, evaluate information and suggestions received in this process, develop guiding principles that will inform future action, and make recommendations to the Select Board.

A motion to refer the subject matter of Article 17 back to the Select Board to come back to the 2021 Annual Town Meeting was offered by Marianne B. Cooley.

Kim Marie Nicols rose in full support of Article 17 after reading the article of support from Town Meeting Member Christina Matthews. We must assess where we are and this article is the next step.

Noah Mertz, a voter in Needham and involved with the citizen's petition. He indicated that this petition would give us the time to move forward to alleviate social injustices in the Town of Needham. Article 17 comes from the people and deserves a role day.

John L. Gallo suggested that this is a non-binding question and questioned the difference. An affirmative vote on the main motion is a vote of support. The motion to refer moves the article to the Select Board.

R. Cynthia Landau stated that she is basically in support of Article 17, but not clear on why the Select Board wants to refer this Article. Marianne B. Cooley, member of the Select Board, advised that everyone signed with good intent. The Select Board feels this article should be sent to NUARI (Needham Unite Against Racism Initiative) to improve and expand this resolution. The meeting will be public.

Erik J. Bailey rose in support of Article 17. He stated that we, as the Town Meeting body, need to take a stance. This town believes in this and we need to pass Article 17 and vote no on the referral.

Joseph J. Leghorn acknowledged the importance of Article 17 and suggested that we need to take a stand. Nothing is perfect. This article is a statement that there are issues to be solved. He urged a no vote on the motion to refer.

Jeffrey D. Heller rose in support of the motion to refer. It stands now, it is lip service. The motion to refer puts the responsibility on the Select Board to move forward. Also speaking in favor of the motion to refer were the following Town Meeting members: Steven M. Rosenstock and Patricia Cruickshank

Lakshmi Balachandra (Precinct A) rose in support of Article 17. We need to recognize all. She noted that when she was growing up in Needham, she was the only brown skinned Indian in school and it was not easy.

The following Town Meeting Members rose in opposition to the motion to refer and in favor of the passage of Article 17: Doug H. Fox, Josephine Ochella, Molly Carter, Clifford Hayden, Artie R. Crocker, and John D. Crimmings.

A Needham group was formed - The Lived Community Experiences - and this group whole heartedly supports this resolution.

A motion to move the previous question on all motions was offered by Ilan Barzilay. The motion to move the previous question was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by a count of hands. The hands count was Yes 163 No 20. The motion passed by the required two-thirds vote.

The motion to refer which requires a majority vote was presented but the Moderator was in doubt. The motion was again presented but failed to pass by a count of hands. The Counts was Yes 50 No 124.

ACTION: The main motion, which requires a two-thirds vote, was presented and carried by a count of hands. The hand count was Yes 157 - No 14.

At 4:30 P.M. Mr. Maurice P. Handel on behalf of the Select Board moved to dissolve the Special Town Meeting with the following Resolutions:

THE FOLLOWING RESOLUTION

was offered

In Memory of David S. Tobin

WHEREAS: David Tobin was born in Boston and raised in Jamaica Plain. He graduated from Boston College High School and earned a degree in business from Boston College. He served for three years in the Army and later the Air Force, where he was stationed in Germany at the Berlin Wall; and

WHEREAS: Dave received his law degree from Suffolk University while serving as a State Representative for Jamaica Plain. He served two terms, and successfully introduced legislation to rename the Mystic River Bridge to the Maurice Tobin Bridge in honor of his uncle, the late Governor, who served in President Truman's cabinet; and

WHEREAS: Dave was the father of Joanna, Brian, Stephanie, and Brendan, and was married to Sandy Balzer Tobin; and

WHEREAS: Before moving into private practice, Dave worked in the Office of the Attorney General, specializing in eminent domain law. He served as Special Counsel to the Town of Needham from 1983 to 1985. In 1985 he was appointed by the Select Board to the role of Town Counsel and served for 35 years; and

WHEREAS: Dave loved skiing and sailing. He was an avid golfer and a long-time member of the Wellesley Country Club; and

WHEREAS: Dave distinguished himself as a steady and reliable advisor to the Town. He was instrumental in many critical initiatives, such as the revision of the Town Charter and change in the form of government in 2004. He was a fixture at Select Board Meetings and at every

Town Meeting, and his impact can be felt on virtually everything that has been acted on by Town Meeting for a generation.

NOW THEREFORE, be it resolved by this body that the October 4, 2020 Special Town Meeting be dissolved in honor of the many civic and community contributions of David Tobin to the Town of Needham.

ACTION: At 4:30 P.M. on Sunday, October 4, 2020, the Resolution was presented and carried unanimously by voice vote.

THE FOLLOWING RESOLUTION

was offered

In Memory of Gregory Shesko

WHEREAS: Greg Shesko was born in Brooklyn New York, attended Brooklyn Technical High School, and then earned a bachelor's degree from Brooklyn College. He received a master's degree in History from Harvard, and conducted doctoral research in Moscow on monasterial landholding in Muscovite Russia; and

WHEREAS: Greg and his wife, Marilyn (Markovich) were married for more than 50 years. Together they settled in Needham and raised their daughter Liz; and

WHEREAS: Although he never taught, Greg devoted his professional life to academia. He worked at Brandeis University for almost thirty years, serving as Associate Dean for Arts and Sciences and then Assistant Provost for Academic Finance and Administration; and

WHEREAS: A lifelong member of the Orthodox Church, Greg served many leadership roles including parish council president. The Orthodox Church in America presented Greg with its highest

award, the Order of St. Innocent, for his service; and

WHEREAS: Greg devoted his life to libraries. He served nine terms on the Needham Board of Library Trustees, he co-chaired the "Renew Our Library" campaign which successfully secured funding to build Needham's new library, and led two override campaigns to increase library funding as president of the Friends of the Needham Free Public Library; and

WHEREAS: Greg's library interests were not confined to Needham. He served as President of the Massachusetts Friends of Libraries, and was appointed by Governor Patrick to the Massachusetts Board of Library Commissioners, where he served two terms; and

WHEREAS: Greg was recognized by the Richard Patten Melick Foundation for reaching the milestone of 25 years as a Town Meeting Member, where he served 33 years from 1987 to 2020.

NOW THEREFORE, be it resolved by this body that the October 4, 2020 Special Town Meeting be dissolved in honor of the many civic and community contributions of Greg Shesko to the Town of Needham.

ACTION: At 4:30 P.M. on Sunday, October 4, 2020, the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

RECORD OF THE STATE ELECTION**Tuesday, November 3, 2020**

The ballot box returns in the Precincts were as follows:

Pursuant to a Warrant issued by the Select Board October 20, 2020 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the third day of November the year 2020 at seven o'clock in the forenoon for the purpose of electing Federal, State and Country officers. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and the zero report printed. The boxes were then locked, and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - The Center at the Heights
 Precinct B - The Center at the Heights
 Precinct C - Newman School - Gymnasium
 Precinct D - Newman School - Gymnasium
 Precinct E - Needham Golf Club - 49 Green Street
 Precinct F - Rosemary Complex - Community Room
 Precinct G - Rosemary Complex - Community Room
 Precinct H - Needham Golf Club - 49 Green Street
 Precinct I - William Mitchell School - Gymnasium
 Precinct J - William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

<u>PRECINCTS</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
7:00 A.M.	0	0	0	0	25
8:00 A.M.	49	54	38	47	45
9:00 A.M.	95	100	79	65	117
10:00 A.M.	153	126	133	104	153
11:00 A.M.	214	162	183	140	197
12:00 NOON	244	188	226	170	207
1:00 P.M.	264	223	252	240	242
2:00 P.M.	284	273	283	273	261
3:00 P.M.	318	288	298	298	284
4:00 P.M.	340	316	312	316	301
5:00 P.M.	368	330	323	345	330
6:00 P.M.	400	362	343	371	365
7:00 P.M.	410	375	355	390	-
8:00 P.M.	419	378	360	398	369

<u>PRECINCTS</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
7:00 A.M.	0	0	0	0	0
8:00 A.M.	29	40	57	52	29
9:00 A.M.	70	90	94	64	70
10:00 A.M.	97	145	129	79	118
11:00 A.M.	151	172	232	171	204
12:00 NOON	202	200	273	188	229
1:00 P.M.	222	225	305	216	248
2:00 P.M.	239	240	329	236	274
3:00 P.M.	263	264	346	251	293
4:00 P.M.	280	284	364	283	313
5:00 P.M.	303	306	391	297	338
6:00 P.M.	328	324	408	313	364
7:00 P.M.	343	336	420	319	373
8:00 P.M.	349	338	424	321	380

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 11:30 P.M., November 3, 2020.

The total number of votes cast was as follows:

	<u>Precinct</u>	<u>Early/Absentee</u>	<u>UOCAVA</u>	<u>TOTAL</u>
Precinct A	419	1390	19	
Precinct B	378	1645	14	
Precinct C	360	1546	8	
Precinct D	398	1579	25	
Precinct E	369	1725	14	
Precinct F	349	1578	18	
Precinct G	338	1608	12	
Precinct H	424	1724	7	
Precinct I	321	1710	21	
Precinct J	380	1802	17	
TOTAL	3,762	16,307	155	

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST - 20,263

(84.48% of 23,892 Registered Voters (includes 1109 Inactive Voters))

Total Vote Cast includes 16,307 Early and Absentee ballots, 3,762 Precinct and 155 UOCAVA Ballots from outside the United States

(Added to these totals are 54 votes from ballots returned from November 3, 2020 to November 6, 2020 less 15 in the results of the hand count Audit of Precinct A on November 10 2020)

The result of the balloting was as follows:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
Total # of Votes Cast	1816	2046	1920	2013	2112	1951	1964	2169	2063	2209	20,263

Electors of President and Vice President (Vote for One)

Biden and Harris	1309	1524	1491	1542	1609	1528	1521	1638	1693	1718	15,573
Hawkins and Walker	11	5	1	8	5	8	10	4	4	6	62
Jorgensen and Cohen	28	30	17	21	32	13	28	28	19	19	235
Trump and Pence	440	449	383	409	432	379	370	465	314	437	4078
Write-In: Carroll and Patel	0	0	0	0	0	1	0	0	0	0	1
Scattered Write-Ins	12	20	17	19	21	8	16	20	19	12	164
Blanks	16	18	11	14	13	14	19	14	14	17	150

Senator in Congress (Fourth District) (Vote for One)

Edward J. Markey	1285	1429	1333	1430	1477	1451	1364	1518	1559	1634	14,480
Kevin J. O'Connor	486	569	541	533	590	461	560	613	471	518	5,342
Write-In: Shiva Ayyadurai	5	2	2	0	0	0	0	0	0	0	9
Write-In: Joseph P. Kennedy III	0	0	2	3	0	2	3	1	0	1	12
Scattered Write-Ins	2	1	3	6	5	7	8	3	2	5	42
Blank	38	45	39	41	40	30	29	34	31	51	378

Representative in Congress (Fourth District) (Vote for One)

Jake Auchincloss	1261	1405	1349	1423	1457	1420	1376	1488	1545	1595	14,319
Julia A. Hall	467	553	477	493	557	435	499	571	432	497	4,981
Write-In: Jesse R. Mermell	0	0	3	0	3	0	0	0	3	2	11
Scattered Write-Ins	1	6	7	3	6	7	6	6	6	6	54
Blank	87	82	84	94	89	89	83	104	77	109	898

Councillor (Second District) (Vote for One)

Robert L. Jubinville	1303	1452	1357	1387	1472	1389	1329	1535	1533	1583	14,340
Scattered Write-Ins	22	27	22	25	26	14	18	32	15	17	218
Blanks	491	567	541	601	614	548	617	602	515	609	5,705

Senator in General Court (Norfolk, Bristol and Middlesex) (Vote for One)

Rebecca L. Rausch	1273	1392	1317	0	0	0	0	0	1535	1608	7,125
Matthew T. Kelly	433	539	474	0	0	0	0	0	416	439	2,301
Scattered Write-Ins	3	2	3	0	0	0	0	0	3	2	13
Blanks	107	113	126	0	0	0	0	0	109	160	615

Senator in General Court (Norfolk and Suffolk) (Vote for One)

Michael F. Rush	0	0	0	1394	1491	1398	1366	1547	0	0	7,196
Scattered Write-Ins	0	0	0	24	28	18	22	33	0	0	125
Blanks	0	0	0	595	593	535	576	589	0	0	2,888

Representative in General Court (Thirteenth Norfolk District) (Vote for One)

Denise C. Garlick	1417	1583	1515	1514	1644	1553	1532	1691	1702	1736	15,887
Scattered Write-Ins	24	30	13	24	34	18	16	28	19	27	233
Blanks	375	433	392	475	434	380	416	450	342	446	4,143

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
Total # of Votes Cast	1816	2046	1920	2013	2112	1951	1964	2169	2063	2209	20,263

Register of Probate (Norfolk County) (Vote for One)

Colleen Marie Brierley	1318	1461	1371	1395	1476	1397	1358	1568	1568	1600	14,512
Scattered Write-Ins	17	28	17	17	22	17	12	16	10	18	174
Blanks	481	557	532	601	614	537	594	585	485	591	5,577

County Commissioner (Norfolk County) (Vote for not more than Two)

Joseph P. Shea	992	1168	1078	1071	1163	1095	1047	1200	1210	1245	11,269
Richard R. Staiti	571	679	627	643	695	663	671	742	729	713	6,733
Deborah Hamilton	496	527	484	536	580	494	564	575	533	551	5,340
Scattered Write-Ins	4	12	8	12	11	12	8	11	10	8	96
Blanks	1569	1706	1643	1764	1775	1638	1638	1810	1031	1902	10,982

County Treasurer (Norfolk County) (Vote for One)

Michael G. Bellotti	1328	1471	1385	1424	1498	1392	1357	1555	1570	1604	14,584
Scattered Write-Ins	18	25	14	15	20	11	10	22	7	17	159
Blanks	470	550	521	574	594	548	597	592	486	588	5,520

Sheriff (To Fill Vacancy) (Norfolk County) (Vote for One)

Henry P. McDermott	620	680	647	669	734	573	669	732	617	638	6,579
Patrick W. McDermott	1026	1140	1057	1106	1176	1164	1104	1207	1235	1331	11,546
Scattered Write-Ins	5	4	4	2	0	7	3	2	4	0	31
Blanks	165	222	212	236	202	207	188	228	207	240	2,107

Question #1 (Motor Vehicle Mechanical Data)

es	1325	1501	1421	1442	1583	1443	1474	1544	1535	1594	15,862
o	413	442	417	473	459	428	426	545	452	509	4,564
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	78	103	82	98	70	80	64	80	76	106	837

Question #2 (Ranked-Choice Voting)

es	880	1012	961	1026	1118	1028	1074	1115	1163	1147	10,524
o	825	919	867	868	919	841	811	969	811	948	8,778
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	111	115	92	119	75	82	79	85	89	114	961

The ballots cast in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 11:30 A.M., November 3, 2020.

Theodora K. Eaton, MMC
Town Clerk

True Copy
TEST

RECORD OF THE ANNUAL TOWN ELECTION

Tuesday April 13, 2021

Pursuant to a Warrant issued by the Select Board March 23, 2021, the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the thirteenth day of April in the year 2021 at seven o'clock in the forenoon for the purpose of nominating Town Officers and Town Meeting Members. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - The Center at the Heights
 Precinct B - The Center at the Heights
 Precinct C - Newman School – Gymnasium
 Precinct D - Newman School - Gymnasium
 Precinct E – Needham Golf Club – Community Room
 Precinct F – Rosemary Complex
 Precinct G – Rosemary Complex
 Precinct H – Needham Golf Club – Community Room
 Precinct I- Town Hall – Powers Hall
 Precinct J- Town Hall – Powers Hall

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Members of the Select Board for Three Years;
 One Assessor for Three Years;
 Two Members of School Committee for Three Years;
 One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
 One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
 Two Trustees of Needham Public Library for Three Years;

Two Members of Board of Health for Three Years;
 One Member of Planning Board for Five Years;
 One Commissioner of Trust Funds for Three Years;
 One Member of Needham Housing Authority for Five Years;
 Two Members of Park and Recreation Commission for Three Years;
 Eight Town Meeting Members from Precinct A for Three Years;
 Eight Town Meeting Members from Precinct B for Three Years;
 Eight Town Meeting Members from Precinct C for Three Years;
 Eight Town Meeting Members from Precinct D for Three Years;
 Eight Town Meeting Members from Precinct E for Three Years;
 One Town Meeting Member from Precinct E for One Year;
 Eight Town Meeting Members from Precinct F for Three Years;
 Eight Town Meeting Members from Precinct G for Three Years;
 Eight Town Meeting Members from Precinct H for Three Years;
 Eight Town Meeting Members from Precinct I for Three Years;
 Eight Town Meeting Members from Precinct J for Three Years.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	6	13	20	15	20
9:00 A.M.	40	38	92	43	45
10:00 A.M.	78	61	154	70	76
11:00 A.M.	118	85	197	111	131
12:00 NOON	144	157	225	150	219
1:00 P.M.	174	275	275	184	266
2:00 P.M.	200	319	320	271	328
3:00 P.M.	219	343	355	316	368
4:00 P.M.	246	368	375	349	458
5:00 P.M.	268	406	414	385	527
6:00 P.M.	295	450	447	424	572
7:00 P.M.	324	486	482	473	618
8:00 P.M.	342	514	534	501	655

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	29	-	14	12	20
9:00 A.M.	73	-	39	44	65
10:00 A.M.	146	142	64	98	108
11:00 A.M.	200	214	104	129	175
12:00 NOON	252	287	156	276	240
1:00 P.M.	282	343	241	353	278
2:00 P.M.	331	-	283	394	304
3:00 P.M.	369	469	394	422	340
4:00 P.M.	412	541	443	453	387
5:00 P.M.	454	594	480	508	426
6:00 P.M.	503	672	527	569	467
7:00 P.M.	536	723	579	623	510
8:00 P.M.	575	768	604	650	548

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 10:35 P.M., April 13, 2021.

The total number of votes cast was as follows:

	Total
Precinct A	343
Precinct B	514
Precinct C	534
Precinct D	501
Precinct E	655
Precinct F	575
Precinct G	770
Precinct H	605
Precinct I	652
Precinct J	548
TOTAL	5,697

(The absentee ballots are included in the Total Vote as well as four hand count ballots and two provisional ballots)

TOTAL VOTE CAST -
(23.90 % of the 23,839 Registered Voters)

The result of the balloting was as follows:

TOWN OFFICES

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
Total # of Votes Cast	343	514	534	501	655	575	770	605	652	548	5,697

ELECT BOARD (for three years) (Vote for Not More Than Two)

Aurice Handel	142	283	257	230	301	256	332	283	285	213	2,582
Akshmi Balachandra	239	336	335	322	422	393	524	411	453	386	3,821
Arcus Nelson	220	282	342	316	430	385	508	384	447	358	3,672
Berge J. Zdanovich	25	40	28	24	39	37	47	31	23	36	330
Scattered Write-Ins	0	0	0	5	1	3	4	3	1	1	18
Blank	60	87	106	105	117	76	125	98	95	102	971

ASSESSOR (for three years) (Vote for One)

No Nomination											
Write-ins:											
Walter McDonough	5	7	4	3	5	9	19	29	18	8	107
Harry S. Pollack	40	17	19	13	18	19	15	21	16	55	233
Scattered Write-Ins	15	22	34	29	35	22	43	27	31	29	287
Blank	283	468	477	456	597	525	693	528	587	456	5,070

SCHOOL COMMITTEE (for three years) (Vote for Not More Than Two)

Lizabeth Anne Lee	227	385	376	338	425	426	518	414	450	361	3,920
Michael E. O'Brien	142	221	291	278	357	287	367	293	312	267	2,815
Rebecca Waber	188	251	236	204	277	243	362	272	313	258	2,604
Scattered Write-Ins	0	4	0	2	2	1	2	2	2	1	16
Blank	129	167	165	180	249	193	291	229	227	209	2,039

TRUSTEE OF MEMORIAL PARK (Trustee of Soldiers' Memorials - veteran) (for three years) (Vote for One)

William J. Topham	236	379	369	326	425	403	505	402	466	357	3,868
Scattered Write-Ins	1	3	0	1	0	2	0	0	0	5	12
Blank	106	132	165	174	230	170	265	203	186	186	1,817

TOWN OFFICES

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
Total # of Votes Cast	343	514	534	501	655	575	770	605	652	548	5,697

TRUSTEE OF MEMORIAL PARK (Trustee of Soldiers' Memorials – non-veteran) (for three years) (Vote for One)

Mark R. Forbes	232	365	366	316	431	397	486	394	463	355	3,805
Scattered Write-Ins	0	3	3	0	0	1	0	1	1	2	11
Blanks	111	146	165	185	224	177	284	210	188	191	1,881

TRUSTEE OF NEEDHAM PUBLIC LIBRARY (for three years) (Vote for Not More Than Two)

Jay M. Fialkov	222	358	358	323	438	388	504	390	444	342	3,767
Anna Giraldo-Kerr	234	374	365	329	431	395	501	402	466	357	3,854
Scattered Write-Ins	1	2	4	2	0	1	2	1	1	4	18
Blanks	229	294	341	348	441	366	533	417	393	393	3,755

BOARD OF HEALTH (for three years) (Vote for Not More Than Two)

Kathleen Ward Brown	231	362	364	329	428	399	506	400	459	356	3,834
Robert A. Partridge	209	333	352	314	421	378	477	387	431	331	3,633
Scattered Write-Ins	1	6	0	2	0	3	1	1	0	1	15
Blanks	245	327	352	357	461	370	556	422	414	408	3,912

PLANNING BOARD (for five years) (Vote for One)

Natasha Espada	213	348	358	317	409	375	463	382	427	338	3,630
Scattered Write-Ins	7	4	4	3	1	1	1	4	4	7	36
Blanks	123	162	172	181	245	199	306	219	221	203	2,031

COMMISSIONER OF TRUST FUNDS (for three years) (Vote for One)

Heydon David Traub	229	369	363	325	408	384	473	385	449	349	3,734
Scattered Write-Ins	0	3	0	2	0	0	0	0	1	1	7
Blanks	114	142	171	174	247	191	297	220	202	198	1,956

NEEDHAM HOUSING AUTHORITY (for five year) (Vote for One)

Janice M. Bennett	228	365	358	316	406	393	474	390	443	341	3,714
Scattered Write-Ins	1	2	0	2	1	2	0	1	0	1	10
Blanks	114	147	176	183	248	180	296	214	209	206	1,973

PARK & RECREATION COMMISSION (for three years) (Vote for Not More Than Two)

Christopher J. Gerstel	218	348	349	309	413	368	468	380	414	326	3,593
Dina Hannigan	215	342	340	302	386	373	469	375	432	330	3,564
Scattered Write-Ins	1	1	0	1	0	3	4	0	1	2	13
Blanks	252	337	379	390	511	406	599	455	457	438	4,224

* Not Elected

** Tie Vote

TOWN MEETING MEMBERS

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
Total # of Votes Cast	343	514	534	501	655	575	770	605	652	548	5,697

TOWN MEETING MEMBERS FROM PRECINCT A (Vote for Not More Than Eight)**PRECINCT A (For Three Years)**

Erik J. Bailey	208	Rachel B. Miller	220
Emily Rose Cooper	221	Elizabeth M. Sargent	213
Richard S. Creem	214	Alexander R. Garlick	207
John F. Diodato	191	Heather Krechmer	203

TOWN MEETING MEMBERS FROM PRECINCT B (Vote for Not More Than Eight)**PRECINCT B (For Three Years)**

Elizabeth M. Bloom	341	Sarah Ann Toran	335
Marianna Borrelli	308	Kathleen Krey Alwart	311
Kim Marie Nicols	328	Laura W. Dorfman	326
Margot Copeland Pyle	316	Mark N. Dorfman	302

TOWN MEETING MEMBERS FROM PRECINCT C (Vote for Not More Than Eight)**PRECINCT C (For Three Years)**

Paul S. Alpert	252	Ted Owens	234
Joseph P. Barnes	295	Paul B. Tillotson	212
Gilbert W. Cox, Jr.	202	* Natasha Espada	197
Joshua W. Levy	249	* Arianna Lechan	174
Susan B. Neckes	315	* Jonathan David Robbins	168
Michael E. O'Brien	346		

TOWN MEETING MEMBERS FROM PRECINCT D (Vote for Not More Than Eight)**PRECINCT D (For Three Years)**

Holly Anne Clarke	292	Reginald C. Foster	270
Kathryn L. D'Addesio	302	Kathleen M. Lewis	282
Ann Der Marderosian	293	Emma Navales	288
Bruce T. Eisenhut	282	Carol L. B. Patey	288

TOWN MEETING MEMBERS FROM PRECINCT E (Vote for Not More Than Eight)**PRECINCT E (For Three Years)**

Constance S. Barr	412	William J. Paulson	314
Synthia J. Chaston	371	* Ford H. Peckham	274
Ann M. Cosgrove	408	Philip V. Robey	331
Carol A. Fachetti	368	Gretchen Cook-Anderson	335
Philip R. Murray	333		

TOWN MEETING MEMBERS FROM PRECINCT E (Vote for One)**PRECINCT E (For One Year)**

Adam J. Block	105	Bonnie L. McLellan	212
Alison L. Levy	166		

* Not Elected

** Tie Vote

TOWN MEETING MEMBERS

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>TOTAL</u>
Total # of Votes Cast	343	514	534	501	655	575	770	605	652	548	5,697

TOWN MEETING MEMBERS FROM PRECINCT F (Vote for Not More Than Eight)**PRECINCT F (For Three Years)**

Alison S. Borrelli	368	Joseph McCabe	311
John P. Connelly	316	Jennifer S. Sexton	346
Gail E. Davis	339	William A. Zoppo	307
Richard W. Davis	315	Elizabeth Anne Lee	384

TOWN MEETING MEMBERS FROM PRECINCT G (Vote for Not More Than Eight)**PRECINCT G (For Three Years)**

* David Dirks	286	Susan Welby	373
* Fran Gallagher	255	Jennifer Lewis Buell	394
Thomas M. Harkins	332	Abigail Jones Hays	418
* Matthew A. Kane	250	Jessica Zaplin Karlin	400
Maureen T. McCaffrey	371	Christopher G. Thomas	303
Susan B. McGarvey	325		

TOWN MEETING MEMBERS FROM PRECINCT H (Vote for Not More Than Eight)**PRECINCT H (For Three Years)**

Heinz R. Brinkhaus	261	Marsha B. Moller	282
M. Patricia Cruickshank	339	Kevin F. Tierney	250
Lynn Sara Feigenbaum	250	John A. Bulian	314
Elizabeth P. Handler	340	* Christopher R. Morahan	170
Kimberly Knickle-Tierney	293	* Matthew D. Nagler	221
* Paul T. Milligan	216		

TOWN MEETING MEMBERS FROM PRECINCT I (Vote for Not More Than Eight)**PRECINCT I (For Three Years)**

Peter D. Atallah	402	Rachel Ann Weinstock	355
David J. Escalante	288	Catherine W. Mertz	285
John L. Gallo	365	* Oscar E. Mertz III	192
Paul Robey III	299	Christopher Paul Weirup	238
Lois F. Sockol	374	Rebecca A. Young	415

TOWN MEETING MEMBERS FROM PRECINCT J (Vote for Not More Than Eight)**PRECINCT J (For Three Years)**

Joan K. Berlin	309	Donna M. Mullin	322
Lisa Cherbuliez	309	Write-Ins:	
William R. Dermody	333	Glenn Alan Mulno	59
Michael J. Greis	322	* Keith McSweeney	15
Elizabeth Nicole Kaponya	307	* Matt Spengler	10
Christine S. McCourt	307		

The ballots cast in the several precincts were returned to the Town Clerk in the sealed containers. The voting lists used at the entrance to the polling place and at the ballot boxes and a copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 10:35 P.M., April 13, 2021.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST

Note: **Precinct G** – Due to a vacancy, David Dirks was the candidate in Precinct G who received the next highest vote and was therefore elected as a Town Meeting Member until the next Annual Town Election.

RECORD OF SPECIAL TOWN MEETING Saturday May 1, 2021

Pursuant to a Warrant issued by the Selectmen March 9, 2021 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met at the Memorial Park parking lot on Saturday, May 1, 2021, at 1:00 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and ___ voters, including 208 Town Meeting Members, were checked on the list as being present and 42 absent.

The Moderator, Michael K. Fee, called the meeting to order at 1:05 o'clock. He announced that there are no opening ceremonies in the interest of time. The Moderator requested Town Members to rise in honoring our country by saluting the flag and reciting the Pledge of Allegiance and remain standing for a brief moment of Silent Reflection dedicated to those who fought and died for our country, in the absence of our usual Call for Spiritual Guidance led by a member of the Needham Clergy Association..

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Town Meeting Members were sworn to the faithful performance of their duties by the Town Clerk

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

RICHARD PATTON MELICK FOUNDATION

As mentioned in my Memorandum to Town Meeting Members and in my Welcome video, at this time I seek your indulgence to briefly suspend our proceedings to permit the Richard Patton Melick Foundation to present their annual recognitions. As you know, for almost 25 years, the Foundation has been a fixture in our town and at our Town Meeting. Every year at the third session of our Annual Town Meeting, the Foundation recognizes Town Meeting Members with 25 years of services and bestows its community service awards. Last year, this did not occur due to the compressed nature of our meeting. This year, it is my pleasure to welcome the Foundation back for a brief ceremony and express my thanks to all who through the Foundation, fostered awareness of our Town Meeting form of government, recognized worthy contributors to our Town and supported graduating Needham High School students with scholarships.

I call on the Directors of the Melick Foundation to come forward.

Mr. Philip V. Robey recognized the following Town Meeting Members for 25 years of service:

Paul Milligan, Esq.
Mr. Phil Robey
Ms. Paula Callanan
Ms. Laura Brooks
Ms. Allison Borrelli
And the Foundation's Secretary, Ms. Nikki Witham

Director Philip V. Robey presented the 2020 Annual Melick Foundation award to Polly and Paul Attridge for their combined 80 year of service to the Needham Community

President Paul T. Milligan addressed town Meeting expressing his appreciation to the directors of the Richard Patton Melick Foundation, Inc, over the past 25 years. The Melick Foundation was created in 1997 to honor Dick Melick, an extraordinary community leader in Needham, who served as our town Moderator for 35 years. In his good name, we have continued to recognize outstanding volunteers and to promote good citizenship. Now after 25 years, the Melick Foundation is winding down.

We are honored to have presented The Melick Award to 59 individuals. We recognized 75 Town Meeting Members for their 25 years or more of service to Town Meeting. The Melick Foundation established a scholarship to a graduating Needham senior first at \$1,000 then increasing to \$2,500. We are proud to have awarded this scholarship to 12 outstanding seniors. The Foundation has also supported the Needham High Speech and Debate Club and National History Day.

The Melick Foundation extends a deep appreciation to each of the original Founders and former directors. Their many contributions were the platform for the Melick Foundation over the past 25 years. The Melick Foundation also offers its sincere gratitude to its benefactors, patrons, sponsors and friends who have supported its mission and to Town Meeting, the Moderator, the Select Board, Town Manager, Town Clerk and many others since its inception,

In recognition of Dick Melick's life of service and devotion to the Town of Needham, the Richard P. Melick Foundation thanks each of you. We are grateful for your support honoring Dick's 35 years of distinguished service to the Needham community.

ARRANGEMENT OF THE MEETING SPACE

1. You have been admitted to this meeting space because of your status as a Town Meeting Member. The entire space is reserved for Town Meeting Members. Registered voters have a space outside the barrier. The Marshal, Mr. Jacques, will assist you and enforce the limits of this dedicated space for Town Meeting Members. As always, please wear your badges.
2. Once situated please remain in your seats and do not move your chair. Seats have been arranged with more than sufficient spacing for purposes of observing recommended social distancing.
3. Please make a mental note of the location of your seat (For example, I sat in the left, or center, or right section, half way back or in the third row.) This will help greatly in the event contact tracing and notification is necessary.
4. The Needham Board of Health has provided me with guidance on masks. After considering this guidance, I am pleased to offer Town Meeting Member the limited ability to remove their mask, if they choose to do so. First, because you are more than adequately spaced, you have the option to remove your mask while seated. Second, if you move to a microphone, you must wear your mask while traveling to the microphone. Once at the microphone, you may remove your mask to address Town Meeting. Once you are done, however, fasten your mask and

return to your seat. At all other times, such as during breaks, traveling to the rest room or exiting, masks must be worn. I will not be wearing a mask because Public Health authorities have deemed my position to be sufficiently distant from others, including the Town clerk. This will allow me to communicate with you more clearly.

As you know, because of public health conditions, the Warrant Committee (Select Board) has determined that as in June, there are no hard-copy materials here for distribution and there will be no affirmative presentations under the Articles. All presentations from sponsors, the Finance Committee and other interested parties have been posted to the Town Website in advance and it is my sincere hope that you were able to view the presentations and supporting materials in advance.

You may address Town Meeting when recognized by the Moderator. The process for recognition is different and I will discuss them in a moment. Once recognized, please proceed to one of the seven microphones positioned around the meeting space for use by Town Meeting Members. There are two microphones designated for use by registered voters. Do not queue up at a microphone. Please do not leave your seat until you are recognized by the Moderator. These are no touch microphones. Please do not touch the microphones or attempt to adjust them. If adjustment is necessary, the Marshal will assist you.

Restrooms in the building behind me are open and available for your use on a one-at-a-time basis. Please be advised that due the limited time available and desire to maintain appropriate social distancing, there will be no recess, or break, this evening.

We are working under some very special conditions today. All of us who have had a hand in planning have been devoted to the twin goals of ensuring your safety and allowing our magnificent institution of representative town meeting to proceed. I ask for your cooperation and your patience.

Finally, when we complete our work here today, please promptly exit through the gate you used to enter. We do not want groups forming to wait for access to the exits. So, with your indulgence, I will dismiss the Meeting one Precinct at a time. Please stay in your seats and listen for your Precinct and when it is called, exit through the gate you used to enter.

RULES OF ORDER AND PARLIAMENTARY PROCEDURES

Please rise to be recognized and raise your hand and you may call out "Mr. Moderator." I will do my best, but given the dispersion and distance, I will likely point to you and recognize you perhaps by referring to the color of the article of clothing you are wearing. When a Member is recognized by the Moderator, proceed to the microphone nearest you and announce yourself by stating your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise or raise their hand or say "Mr. Moderator" please inform me so that appropriate accommodation may be made. During discussion, the Marshal will act as a spotter for me, helping me identify Town Meeting Members who wish to be recognized.

2. Anyone entering or exiting the meeting area, for example to use the rest rooms, while we are in session must use care not to disrupt the session.
3. Please silence all cell phones and other electronic devices. **(Please check this status now!) In addition, please consider putting these devices away entirely while we are in session so you may devote your full attention to our important work unless of course you have downloaded a document or the warrant on your device.**
4. No firearms or weapons may be brought into the meeting space except by law enforcement personnel.
5. The prohibition on the wearing of hats at our meetings at James Hugh Powers Hall is not in effect. (Point)
6. **Members, non-member speakers and all attendees must observe our rules of practice and civility. A speaker will be ruled out of order who refers to individuals or personalities or in the judgment of the Moderator, exceeds the bounds of civility. Please remember that we are ONE community and ONE Town Meeting with one common goal; the best interests of our town.**
3. All commentary, remarks and inquiries must be addressed to the Moderator as Chair of the Meeting.
4. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.7 of the Needham General By-Laws.
5. Blank forms for lengthy motions are available from Town Counsel and should be employed. If lengthy or complicated, motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, **particularly with regard to zoning articles**, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

Special Note on zoning articles. Zoning is complex and the subject of much effort prior to Town Meeting. As discussed in the Moderator's Memorandum to Town Meeting Members in connection with this Special Town Meeting and consistent with the rules adopted for the Annual Town Meeting, anyone who wishes to tender an amendment to a zoning article must confer in advance with the Planning Board, and if necessary Town Counsel and the Moderator to address questions and if possible, work with the Planning Board to address wording and the impact of any amendments.

6. Short motions to amend and procedural motions need not be in writing.
7. Parliamentary motions such as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.
8. Limits on debate shall be enforced by the Moderator.
9. Questions asked for general informational purposes unrelated to the matter under consideration by the Meeting shall be ruled out of order.

10. As stated in the Moderator's Memorandum to Town Meeting Members, this meeting is being livestreamed and ultimately televised through the good efforts of the Needham Channel. Any inappropriate conduct involving the live coverage or cameras shall be deemed to be out of order addressed swiftly and definitively by the Moderator.
11. I seek unanimous consent to adopt the following rules of practice concerning debate:

For this meeting only, no affirmative presentations by proponents of articles, other interested parties and the Finance Committee, information having been published in advance on the town website.

An Article will be called by its number and the corresponding Main Motion will be placed on the floor by the Moderator for discussion by the Meeting.

Time limits for discussion: Town Meeting Members, non-TMMS, visitors other than attorneys:
(5 min. all-inclusive per article).

Responsive remarks by sponsors, the Select Board, the Finance Committee and other Town Boards or Departments (5 minutes per response)

Rule Concerning Budget Articles

In keeping with our tradition, I also seek your unanimous consent for a rule of procedure and debate for discussion under Article 20, the FY 2022 Operating Budget, Articles 21 and 22, the Enterprise Fund Budgets, and Article 35, General Fund Cash Capital. That rule would provide that a motion to amend under these articles that *adds* funds to a particular line item within the Article will not be in order unless the moving party identifies another line item or items that will be reduced in order to fund the proposed increase.

Hearing no objection, the Moderator finds unanimous consent that the rules of procedure and practice concerning debate as described by the Moderator are voted and adopted and the Town Clerk will so record.

The Moderator advised that there was one change in the affirmative main option under Article 4 which contained a typographical error and instructed Town Meeting Members to delete the words "and FY2022."

The Moderator announced that the proponents no longer have an interest in Articles 3, 24, and 46. And requested unanimous consent to withdraw these articles. Town Meeting members indicated that there were no objections to the withdrawal of these articles, and it was voted unanimously to withdraw Articles, 3, 24, and 46.

The Moderator announced that Articles 35 and 37 are subject to motions to amend and cannot be passed by unanimous consent.

As is our custom, we come next to the Consent Calendar. After the reading of an eligible Article by its number, I ask anyone who desires that the Article be placed upon the floor for discussion, debate and possible motions, to express their view by simply raising

their hand. **Hopefully, prior to this meeting, Members have had the opportunity to view the presentations posted on the Town website, review the information in the Warrant and information that was mailed to your homes, collect information or pose questions to town officials. Accordingly, when considering the warrant and the business we have before us, please act thoughtfully and consider which articles truly require discussion at this Meeting.** Those Articles for which nothing is stated will, as is customary, be deemed adopted by unanimous consent.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 1. No Town Meeting Members raised their hand or responded with "question" or "debate" to Articles 1, 2, 6, 7, 8, 9 10, 11, 13 16, 17, 18 19, 21, 22, 25, 27 30, 31, 32, 33, 34, 36, 38, 39, 40, 41, 43, 44, 45, and 47. The Moderator then called the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was unanimously voted, and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT TOWN WORKERS

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Town Workers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Town Workers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022.

ACTION: So voted by unanimous consent.

ARTICLE 2: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT PUBLIC EMPLOYEES ASSOCIATION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Independent Public Employees Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town vote to fund the cost of items contained in collective bargaining agreement between the Town and the Needham independent Public Employees Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022.

ACTION: So voted by unanimous consent.

ARTICLE 3: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Fire Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021; take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
12A	Town Counsel Salary & Wage	\$75,140	\$0
12B	Town Counsel Expense	\$254,000	\$329,140
22A	DPW Salary & Wages	\$9,285,488	\$9,060,488
22B	DPW Expenses	\$7,037,810	\$7,262,810
28A	Park & Recreation Salary & Wages	\$807,656	\$757,656
28B	Park & Recreation Expenses	\$142,605	\$192,605

take any other action relative thereto.

Article Information:

MOVED: that the Town vote to amend and supersede certain parts of the fiscal year 2021 Operating Budget adopted under Article 14 of the 2020 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

MOVED: That the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Fire Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021.

ACTION: Article 3 was withdrawn earlier at this Special Town Meeting (May 1, 2021).

Articles 4 and 5 were discussed upon completion of the unanimous consent articles.

ARTICLE 6: AMEND THE FY2021 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2021 Operating Budget adopted under Article 14 of the 2020 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
12A	Town Counsel Salary & Wage	\$75,140	\$0
12B	Town Counsel Expense	\$254,000	\$329,140
22A	DPW Salary & Wages	\$9,285,488	\$9,060,488
22B	DPW Expenses	\$7,037,810	\$7,262,810
28A	Park & Recreation Salary & Wages	\$807,656	\$757,656
28B	Park & Recreation Expenses	\$142,605	\$192,605

ACTION: : So voted by unanimous consent.

ARTICLE 7: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

Article Information: The Property Tax Assistance Program provides assistance to elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$16,945.01 in fiscal year 2020.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus.

ACTION: So voted by unanimous consent.

ARTICLE 8: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$125,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager, and raised from the Tax Levy; or take any other action relative thereto.

Article Information: The purpose of this article is to fund the Town's employee sick and vacation leave liability. Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service. The Town has been taking steps to

reduce or eliminate sick leave buy-back programs for all classes of employees, although an unfunded liability remains.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$125,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager, and raised from the Tax Levy.

ACTION: So voted by unanimous consent.

ARTICLE 9: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and upgrades. In CY2020, the School Facilities Master Plan was released, indicating several major repairs needed in the school buildings. Unless circumstances require otherwise, FY2022 funding will support upgrades to the Pollard and Mitchell schools, including structural repairs to the buildings, door repairs, heating system adjustments, installation of ADA compliant handrails, and replacement of ceiling tiles. Other projects include duct cleaning at the Eliot School, Library, and Hillside Building, and wood floor refinishing at various buildings.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 10: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Small Repair Grant Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: *The Small Repair Grant Program provides financial assistance to low- and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is available per participant, and applications will be evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older, or have a disability, with incomes at or below 80% of area median income. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO2 detectors, weather stripping, bathroom grab bars, raised toilets, and hand-held shower heads, among others.*

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Small Repair Grant Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 11: APPROPRIATE FOR TOWN NETWORK AND INTERNET CONTROL ANALYSIS AND REPORTING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$75,000 for the purpose of funding equipment, software and implementation services for analysis and reporting on the Town's network and system activities, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: *The request is for hardware, software, and services for implementation to monitor, control, analyze, and report on the data traffic that currently takes place across the local area network as well as incoming and outgoing traffic from the Internet. The hardware and software would be used by the Information Technology Center to provide information on the current activity across the network as well as maintain historic data for analyzing past events for trends or comparing week by week activity. This information can be used to improve the performance, security and general management of the Town's network by monitoring use activity, applications, files, and connections using processes such as bandwidth monitoring, network traffic analysis, application traffic alerting, advanced application recognition, and internal traffic intrusion detection that would help determine where vulnerabilities may exist. There is an increased need for better cybersecurity protection from both internal and external elements across all levels of industry in order to better defend from attacks.*

MOVED: That if the Town will vote to raise and/or transfer and appropriate the sum of \$75,000 for the purpose of funding equipment, software and implementation services for analysis and reporting on

the Town's network and system activities, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

Article 12 was discussed upon completion of the unanimous consent articles.

ARTICLE 13: APPROPRIATE FOR PUBLIC HEALTH CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding public health scientific experts and consultants, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: *This funding would enable the Board of Health (BOH) to retain outside scientific experts and consultants to evaluate novel and emerging health issues about which the Board and the Public Health Division lack the necessary expertise. For example, this fund would allow for the retention of an outside expert to evaluate a proposed utility project that has unknown or uncertain environmental and health impacts, such as the Eversource Energy Reliability project. When there is a permit application process, the BOH has the ability (via regulation) to require applicants to pay an outside consultant fee so that the BOH may retain an independent expert to review the application and to advise the BOH. This funding request addresses the need to access expertise to evaluate community impact in instances when there is no public health division permit application.*

MOVED: That Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding public health scientific experts and consultants, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cas

ACTION: So voted by unanimous consent.

Articles 14 and 15 were discussed upon completion of the unanimous consent articles.

ARTICLE 16: APPROPRIATE FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT COMPLIANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

Article Information: *This funding will allow the Town to comply with the National Pollutant Discharge Elimination System (NPDES) permit. Needham is subject to a Total Maximum Daily*

Load (TMDL) requirement for phosphorus and pathogens. All stormwater discharges from urbanized areas must reduce the amount of phosphorus discharging to waterbodies and the tributaries thereto by 45% and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural Best Management Practices (BMPs). This funding will be sought on an annual basis to inspect and evaluate all BMPs Town-wide, clean and inspect brooks and culverts, rehabilitate and/or replace catch basin and drainpipes, and respond to findings from CCTV inspections.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$195,000 for the purpose of funding expenses related to National Pollution Discharge Elimination System (NPDES) permit compliance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy.

ACTION: So voted by unanimous consent.

ARTICLE 17: APPROPRIATE FOR FLEET REFURBISHMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$150,000 for the purpose of funding a fleet refurbishment program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: In FY2018, the Fleet Division implemented a refurbishment program for Fleet assets and related components. The goal of this program is to extend the life cycle of the vehicles, increase operational safety, and eventually reduce reactive maintenance. The funding requests are spread out to allow the Fleet Division time to plan multiple repairs at once, follow procurement practices, and have the work completed. Rehabilitation work includes corrosion abatement, treatment, and refinishing, replacing corroded chassis, air brake tanks or brake valves, rebuilding primary components,

replacing suspension and brakes, and updating lighting and reflective striping.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$150,000 for the purpose of funding a fleet refurbishment program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 18: APPROPRIATE FOR ROSEMARY DAM DECOMMISSIONING

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$30,000 for the purpose of funding the Rosemary Dam decommissioning project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: The decommissioning of the dam will eliminate or reduce the frequent reporting, inspectional requirements, and potential enforcement intended for high hazard dams. Decommissioning will include the preparation of engineering reports, plans, and studies of the Rosemary Lake embankment and documentation needed for the Town to request a reclassification hearing with the Commonwealth.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$30,000 for the purpose of funding the Rosemary Dam decommissioning project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 19: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$5,135.94 for the payment of unpaid bills of previous years incurred by the departments, boards and officers of the Town of Needham, said sum to be spent under the direction of the Town Manager, and that \$407.28 be transferred from Free Cash, and that \$4,728.66 be transferred from Water Enterprise Retained Earnings; or take any other action relative thereto.

Department	Vendor	Description of Goods/Service	Fiscal Year	\$ Amount
DPW General Fund	Norwood Police Department	Police Detail	2020	\$ 407.28
DPW Water Enterprise Fund	Signet	Water Building Wiring Repair	2020	\$ 202.50
DPW Water Enterprise Fund	Signet	Water Treatment Plant Access Control Repair	2020	\$ 280.51
DPW Water Enterprise Fund	Univar	Drinking Water Treatment Chemicals	2020	\$4,245.65

Department	Vendor	Description of Goods/Service	Fiscal Year	\$ Amount
Total				\$5,135.94

Article Information: State law requires Town Meeting action for the Town to make payment for bills received after the close of the fiscal year or bills in excess of appropriation. The above bills were presented for payment after the close of FY2020.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$5,135.94 for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham, said sum to be spent under the direction of the Town Manager, and that \$407.28 be transferred from Free Cash, and that \$4,728.66 be transferred from Water Enterprise Retained Earnings.

Department	Vendor	Description of Goods/Service	Fiscal Year	\$ Amount
DPW General Fund	Norwood Police Department	Police Detail	2020	\$ 407.28
DPW Water Enterprise Fund or take any other action relative thereto.	Signet	Water Building Wiring Repair	2020	\$ 202.50
DPW Water Enterprise Fund	Signet	Water Treatment Plant Access Control Repair	2020	\$ 280.51
DPW Water Enterprise Fund	Univar	Drinking Water Treatment Chemicals	2020	\$4,245.65
Total				\$5,135.94

CTION: So voted by unanimous consent.

Article 20 was discussed upon completion of the unanimous consent articles.

ARTICLE: 21: APPROPRIATE THE FY2022 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2022, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Sewer Enterprise FY2022

Line #	Description	FY2020		FY2021		FY2022		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
1A	Salary & Wages	\$941,001	11.0	\$1,054,938	11.0	\$1,029,212	11.0	
1B	Expenses	\$339,977		\$462,447		\$513,076		
1C	Capital Outlay	\$38,414		\$45,000		\$51,000		
1D	MWRA Assessment	\$6,388,680		\$6,399,895		\$6,662,310		
1E	Debt Service	\$904,095		\$900,000		\$610,000		
2	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,612,167	11.0	\$8,897,280	11.0	\$8,900,598	11.0	
FY 2022 Budget Percentage Change from FY 2021 Budget							0.0%	

and to meet this appropriation that \$8,009,230 be raised from Sewer Enterprise Fund receipts, and that \$365,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that \$526,368 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 3,958 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town's drainage infrastructure consists of approximately 90 miles of various size drainage pipes, 4,225 catch basins, 1,392 drainage manholes, and 29 drainage discharges.

The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff. However, the costs not associated with sewer operations are funded by taxation and not by sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2022 Sewer Operations	FY2022 Drains Program	FY2022 Recommended Budget	FY2021 Sewer Operations	FY2021 Drains Program	Current FY2021 Sewer Budget
Salary & Wages	\$677,816	\$351,396	\$1,029,212	\$677,816	\$377,122	\$1,054,938
Expenses	\$338,104	\$174,972	\$513,076	\$294,871	\$167,576	\$462,447
Capital Outlay	\$51,000	\$0	\$51,000	\$45,000	\$0	\$45,000
MWRA Assessment	\$6,662,310	\$0	\$6,662,310	\$6,399,895	\$0	\$6,399,895
Debt Service	\$610,000	\$0	\$610,000	\$900,000	\$0	\$900,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$8,374,230	\$526,368	\$8,900,598	\$8,352,582	\$544,698	\$8,897,280
	FY2022 Sewer Operations \$ Change	FY2022 Drains Operations \$ Change	FY2022 Sewer Enterprise \$ Change	FY2022 Sewer Operations % Change	FY2022 Drains Operations % Change	FY2022 Sewer Enterprise % Change
Salary & Wages	\$0	-\$25,726	-\$25,726	0.0%	-6.8%	-2.4%
Expenses	\$43,233	\$7,396	\$50,629	14.7%	4.4%	10.9%
Capital Outlay	\$6,000	\$0	\$6,000	13.3%		13.3%
MWRA Assessment	\$262,415	\$0	\$262,415	4.1%		4.1%
Debt Service	-\$290,000	\$0	-\$290,000	-32.2%		-32.2%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	\$21,648	-\$18,330	\$3,318	0.3%	-3.4%	0.0%

The total operating budget of \$8,900,598 for FY2022 is \$3,318 more than the current FY2021 budget, which is essentially level funded. This is primarily due to two factors, a decrease in the debt service budget of \$290,000 and a \$262,415 increase in the preliminary MWRA assessment for the Town's sewerage and wastewater disposal. The \$6,662,310 preliminary assessment represents a 4.1% increase over FY2021. The increase in the MWRA sewer assessment was due to a decline in the assessment in the Boston area due to the closures caused by COVID-19 and increased residential use in Needham as many residents stayed home also due to COVID-19. The final assessment from the MWRA will be affected by action the MWRA may take to defer certain expenses and the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The FY2022 sewer operations portion of the budget is \$3,318 higher, an increase of 0.3% over the current year. As noted above, the MWRA assessment increase and the Sewer Enterprise debt are the primary drivers of the change for FY2022. The FY2021 drains operations portion of the budget is \$18,330 less than the FY2021 allocation, a 3.4% decrease over the current year.

The total salary and wages line is \$1,029,212 for FY2022, a decrease of \$25,726 (2.4%). The sewer division has 11 full-time employees all of whom are members of the NIEA union. The decrease is due to a change in personnel and that a successor collective bargaining agreement for FY2022 had not been reached when the budget was submitted. When an agreement with the Union is reached and approved by the Town a supplemental appropriation, if necessary, will be submitted for a future Town Meeting.

The total expense line for FY2022 is \$513,076 which is \$50,629 or 11.0% more than the current year. Most of this increase was due to a one-time expense of \$35,000 to upgrade the sewer flow meter. Energy expenses to operate the sewer pump stations is \$2,091 more than the current year.

However the cost of fuel for sewer vehicles and equipment declined by \$6,277. Contracted services for maintenance, repairs, sweeping, collection, and disposal of catch basin debris is \$7,305 more than FY2021. This budget also now includes the annual sewer SCADA software license expense of \$6,510. This expense was previously budgeted by the Finance Department but starting in FY2022 software expenses that are specific to a single department will be included in that department's budget. The balance of the increase for next year is related to pond treatment services (\$4,000) and sewer pump replacement parts (\$2,000).

The operating capital line was increased by \$6,000 to \$51,000 for FY2022, a 13.3% increase. The budget for FY2021 was reduced by \$5,000 from the FY2020 budget. This budget line pays for grinder replacements and allows the department to continue its annual allocation for sewer pump and small power equipment replacement. The plan for FY2022 is to purchase a backup pump for the Reservoir B Sewer Pump Station. The pump required for that site is more expensive, so the department did not include funding for a grinder replacement.

The reserve fund is level dollar for FY2022. Last year the debt service budget was reduced by \$600,000 from \$1,500,000 to \$900,000. This year the budget has been further reduced by another \$290,000 to \$610,000. As noted last year, the reduction is temporary. The Town has several large-scale utility infrastructure projects pending, which will impact the enterprise debt budget in the out years – in keeping with the overall capital infrastructure-funding plan for long-term investments. The budget plan relies on \$365,000 in sewer retained earnings for FY2022 operating budget. The \$526,368 to be transferred from the tax levy is to pay for drains-related programs; this is a decrease of \$18,330 from FY2021.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

MOVED: That the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2022, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Sewer Enterprise
FY2022**

Line #	Description	FY2020		FY2021		FY2022		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
1A	Salary & Wages	\$941,001	11.0	\$1,054,938	11.0	\$1,029,212	11.0	
1B	Expenses	\$339,977		\$462,447		\$513,076		
1C	Capital Outlay	\$38,414		\$45,000		\$51,000		
1D	MWRA Assessment	\$6,388,680		\$6,399,895		\$6,662,310		
1E	Debt Service	\$904,095		\$900,000		\$610,000		
2	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,612,167	11.0	\$8,897,280	11.0	\$8,900,598	11.0	
FY2022 Budget Percentage Change from FY2021 Budget							0.0%	

to meet this appropriation that \$8,009,230 be raised from Sewer Enterprise Fund receipts, and that \$365,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that \$526,368 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund

ACTION: So voted by unanimous consent.

Article 22 was discussed upon completion of the unanimous consent action.

ARTICLE 23: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and to authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the

Massachusetts Department of Transportation; or take any other action relative thereto.

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation to be spent in FY2022 is \$907,577. Unless circumstances require otherwise, this Chapter 90 allocation will be directed to the design and construction of the next phase of the downtown infrastructure improvement project.

MOVED: That the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make

specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation.

ACTION: So voted by unanimous consent.

ARTICLE 24: APPROPRIATE FOR EMERY GROVER RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate, or borrow \$1,475,000 for architectural design and engineering for the construction, and/or renovation of the Emery Grover Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$370,000 be transferred from CPA Free Cash; and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$1,105,000 under Massachusetts General Laws Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: This request is for the renovation of the Emery Grover building at its present location, as described by BH+A Architects in the Emery Grover Feasibility Study (June 25, 2020). This project represents the historic renovation of the Emery Grover exterior, renovation and modernization of the interior, and the construction of a 50 foot by 100 foot, three-story 18,415 gross square foot addition attached to the rear of the building. The total number of parking spaces would be 66 spaces, between on-site (42) and off-site parking at the Stephen Palmer building (24). This project also includes the temporary use of the old Hillside Elementary School as swing space for school administration personnel during construction. This historic renovation project will be eligible for Community Preservation Act (CPA) funds as a local, state and national historic resource as it is on the National Register of Historic Places. BH+A Architects estimated that the project could be eligible for over 50% of the hard and soft project costs.

MOVED: that if the Town will vote to raise and/or transfer and appropriate, or borrow \$1,475,000 for architectural design and engineering for the construction, and/or renovation of the Emery Grover Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$370,000 be transferred from CPA Free Cash; and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$1,105,000 under Massachusetts General Laws Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ACTION: Article 24 was withdrawn earlier at this Special Town Meeting (May 1, 2021).

ARTICLE 25: APPROPRIATE FOR PRESERVATION OF TOWN MARRIAGE RECORDS

To see if the Town will vote to raise and/or transfer and appropriate \$25,000 for the historic preservation of Town Marriage Records, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

Article Information: This request is from the Needham Town Clerk to scan, index, and digitize the marriage records of the Town of Needham from 1919 to the 1970s. These records will then be uploaded onto a content management system. These original vital records are presently bound and kept in the Town Clerk's vault where there is danger to the preservation of these records through the physical handling by Town Staff, as well as the possibility of natural disasters. This project protects these historically significant documents and mirrors to some degree the process of moving from a paper-based environment to a digital platform similar to the State's birth and death electronic system. The software will enable immediate access to records which will help ensure a higher level of customer care for those who need these legal documents, reducing the amount of time needed to fulfill these requests.

MOVED: That the Town will vote to raise and/or transfer and appropriate \$25,000 for the historic preservation of Town Marriage Records, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve.

ACTION: So voted by unanimous consent.

Article 26 was discussed upon completion of the unanimous consent articles.

ARTICLE 27: APPROPRIATE FOR FISHER STREET TRAILHEAD - CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate \$15,000 for the construction of the Fisher Street Trailhead, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

Article Information: This request jointly from the Bay Colony Rail Trail Association (BCRTA) and the Department of Public Works is to construct a trailhead at the Fisher Street section of the Rail Trail that was completed in 2016. The trailhead would consist of adding parking area that would include handicapped accessible parking, added guardrail, and tree plantings. Design funds appropriated at the 2019 Annual Town Meeting are being turned back to the Community Preservation Fund, as the design work was done by the Town's Engineering Division.

MOVED: that the Town will vote to raise and/or transfer and appropriate \$15,000 for the construction of the Fisher Street Trailhead, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve.

ACTION: So voted by unanimous consent.

Article 28 was discussed upon completion of the unanimous consent articles.

Article 29 was discussed upon completion of the unanimous consent articles.

ARTICLE 30: APPROPRIATE FOR TRAIL IDENTIFICATION - DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$6,000 for Trail Identification Design, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

Article Information: The Conservation Commission has requested funds to create a standardized "look and feel" for signage located at the various parcels including trailheads, trail markers and kiosks. At the present time, each trail under control of the Town has different signage and trail markers at each location, if any is present at all. This request is for the design of a system of identification signage for the trailheads, information kiosks, and directional signage including trail markers for these properties.

MOVED: That the Town will vote to raise and/or transfer and appropriate \$6,000 for Trail Identification Design, to be spent under the direction of the Town Manager, and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve.

ACTION: So voted by unanimous consent.

ARTICLE 31: APPROPRIATE FOR TOWN RESERVOIR SEDIMENT REMOVAL - DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$262,000 for Town Reservoir Sediment Removal Design, to be spent under the direction of the Town Manager, and to meet this appropriation that \$175,000 be transferred from the Open Space Reserve and \$87,000 be transferred from General and Free Cash; or take any other action relative thereto.

Article Information: The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a town-wide investigation of stormwater discharge to address the pollutants through stormwater into the Charles River Basin and other water bodies. Incorporated into this plan are improvements to the stormwater Drainage System to upgrade the quality of the water discharged into the Charles River in Town. This request is to support action items identified in the MOU. In 2003, the EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage permit took effect. It incorporated several requirements identified in the existing Town's MOU. In April

2016, the second permit issued by the EPA was submitted and went into effect July 1, 2018. This article addresses some of the requirements for NPDES. The sediment at the bottom of the reservoir is impaired and must be

removed and/or addressed in another manner to remove the impairment. This is a category 5 impaired water body under NPDES. Category 5 is the worst rating a water body can receive from the EPA. The Town will engage a designer to determine the best way to remove and or address the sediment. This funding request is for the design phase of the project. The funding for the construction phase will be requested in FY2023.

ACTION: So voted by unanimous consent.

ARTICLE 32: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2022 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	\$82,000
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Reserves:

B. Community Preservation Fund Annual Reserve	\$1,225,714
C. Community Housing Reserve	\$764,783
D. Historic Resources Reserve	\$0
E. Open Space Reserve	\$382,391

or take any other action relative thereto.

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. The CPC has decided this year to increase the amount set aside in the Community Housing Reserve to 22%. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

MOVED: That Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2022 Community Preservation Fund revenues, or to set aside certain amounts for future

appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee \$82,000

Reserves:

B. Community Preservation Fund Annual Reserve \$1,225,714
C. Community Housing Reserve \$764,783
D. Historic Resources Reserve \$0
E. Open Space Reserve \$382,391.

ACTION: So voted by unanimous consent.

ARTICLE 33: APPROPRIATE TO COMMUNITY PRESERVATION FUND SUPPLEMENT

To see if the Town will vote to appropriate an additional sum pursuant to Massachusetts General Law Chapter 44B to set aside \$11,935 for future appropriation to the Community Housing Reserve and \$11,935 to the Open Space Reserve, and that to meet this appropriation that \$23,870 be transferred from CPA Free Cash; or take any other action relative thereto.

Article Information: During FY2020, the Town received additional State matching funds, and as a result the appropriations to the reserve categories were insufficient to satisfy the 10% requirement. This article ensures that the Community Housing Reserve and Open Space Reserve are funded at the legally required amount.

MOVED: That the Town will vote to appropriate an additional sum pursuant to Massachusetts General Law Chapter 44B to set aside \$11,935 for future appropriation to the Community Housing Reserve

ARTICLE 36: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$2,639,000 for the Public Works Infrastructure Program to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts.

Street Resurfacing

The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 15 to 20 years. Specialized surfacing treatments can be applied within this period to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI under 70 for resurfacing and specialized treatment, and a PCI under 60 for repair and renovation. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Installing monolithic asphalt berm curb and/or granite curbing better defines the edge of the road, improves drainage, and protects the shoulder from erosion. Target funding for street resurfacing in FY2022 is \$990,000.

Sidewalk Program

and \$11,935 to the Open Space Reserve, and that to meet this appropriation that \$23,870 be transferred from CPA Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 34: APPROPRIATE FOR WALKER POND IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate \$125,000 for Walker Pond Improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: Walker Pond is choked with excessive aquatic vegetation that needs to be removed for the health of the pond. In FY2022, DPW will start category 1 of the Walker Pond Improvement Project, which involves an analysis of the contributory area providing runoff to the pond. This work will be designed in-house. Interruptions in the stormwater flow are being proposed through the introduction of eight-foot-wide bands or strips of wildflowers and tall grasses, including certain tree types to encourage infiltration and stormwater quality improvements through nutrient uptake and soil activity. Work will include the installation of three six-foot diameter drainage manholes and sumps in order to address sediment and litter removal. The tree infiltration system was designed by the Conservation Commission.

MOVED: That the Town will vote to raise and/or transfer and appropriate \$125,000 for Walker Pond Improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

Article 35 was discussed upon completion of the unanimous consent articles.

This program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 130 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvement including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. Target funding for the sidewalk program in FY2022 is \$545,000.

Intersection Improvements

Traffic signals, intersections, and signage require upgrades and reevaluation as infrastructure ages, technology improves, and methods of transportation change. The intersection of Highland Avenue and West Street has aging traffic control infrastructure and can be unreliable. The signals have only one timer, which only allows for one traffic pattern regardless of the time of day. This work will include installing a new traffic signal system with modern technology that will better control the flow of traffic through the intersection, reducing back-ups of traffic. It will also follow the same aesthetic design principals as the downtown improvements. This intersection redesign will comply with complete streets principles. Target funding for intersection improvements is \$860,000.

Storm Drain Capacity Improvements

The Stormwater Master Plan has identified several areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Since the issuance of the original Master Plan, numerous multi-unit developments have been built in the Town. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstance require otherwise, FY2022 funding is targeted for Concord Street and Burnside Road. This project includes construction of a new drain that will be connected to the recently extended Greendale Avenue drain project to provide additional stormwater capacity. Target funding for storm drain capacity improvements is \$85,000 for the design phase of this project.

Brooks and Culverts

aging drainage infrastructure including poorly draining brooks, streams, waterways, and culverts throughout the Town have been damaged by heavy rains/storms. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of usable abutting property and flooded easements. The Town is requesting funding to hire a consultant to assist with a Master Plan to address deficiencies with the brooks and culverts. This would help to better comply with NPDES requirements. The brooks and culvert requests within the infrastructure article moving forward would be based upon the recommendations of the Master Plan. Target funding for brooks and culverts is \$159,000 in FY2022.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$2,639,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

Article 37 was discussed upon completion of the unanimous consent articles.

ARTICLE 38: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$332,531 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Sewer Enterprise Fund receipts; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$332,531	
		\$332,531	

Article Information:

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
29	Int'l 7400 Dump	Sewer	2008	Heavy Duty Class 8 Dump Truck	\$332,531

MOVED: That if the Town will vote to raise and/or transfer and appropriate the sum of \$332,531 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from Sewer Enterprise Fund receipts.

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$332,531	
		\$332,531	

ACTION: So voted by unanimous consent.

ARTICLE 39: APPROPRIATE FOR SEWER MAIN REPLACEMENT

To see if the Town will vote to raise, appropriate and/or transfer, or borrow the sum of \$363,000 for sewer main replacement, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in G.L. c. 29C, §1, that to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under G.L. c. 44, §7(1), G.L. c. 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of this amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to G.L. c. 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: This article is to address the Greendale Avenue/Route 128 sewer interceptor from Cheney Street to Great Plain Avenue. The existing sewer line is deteriorating and in need of rehabilitation/replacement in order to remain functional. The plan is to replace or reline the 12,000 feet (2.25 miles) of 18-inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way to Great Plain Avenue. This work will be on an interceptor sewer. An interceptor sewer is a trunk sewer that collects and conveys wastewater from numerous sewer lines. During the feasibility study, the Town discovered a blockage of the sewer main and two buried manholes that prevented the consultant from providing a complete inspection of the sewer main. This request is for DPW to complete the design and construction phases of the removal of the blockage, including updating the current MassDOT permit to allow for this work and CCTC investigations of the buried manholes. Additionally, the consultant will provide a contingency plan in case of complications or breakage due to the removal of the blockage. This work is necessary in order to continue with the replacement of the sewer main.

MOVED: that the Town will vote to raise, appropriate and/or transfer, or borrow the sum of \$363,000 for sewer main replacement, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in G.L. c. 29C, §1, that to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under G.L. c. 44, §7(1), G.L. c. 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of this amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to G.L. c. 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ACTION: So voted by unanimous consent.

ARTICLE 40: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,016,634 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Water Distribution System Improvements/Rosemary	\$460,000	
Water	Water Distribution System Improvements/South Street	\$250,000	
Water	Fleet Replacement Program	\$306,634	
		\$1,016,634	

Article Information:Water Distribution System Improvements/Rosemary

In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. There is a water main that is currently located under Rosemary Lake, making leaks difficult to detect and repairs difficult to conduct. The 8" water main under the lake will be removed and relocated to Rosemary Street. This request is for the construction phase of the project – the design was funded in FY2020.

Water Distribution System Improvements Design/South Street

In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants. This request is for the design of the replacement of the water main pipe on South Street between Charles River Street and Chestnut Street. It is past its useful life and has had numerous breaks in recent years.

Water Fleet Replacement – Core Fleet

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
40	Ford F350	Water	2012	Work Truck Class 4 Utility	\$78,745

Water Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
30	Ford F550	Water	2012	Work Truck Class 5 Swap Body	\$135,452
25	Ford F450	Water	2012	Work Truck Class 5 Dump	\$92,437

MOVED: that the Town will vote to raise and/or transfer and appropriate the sum of \$1,016,634 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings.

Group	Description	Recommended	Amendment
Water	Water Distribution System Improvements/Rosemary	\$460,000	
Water	Water Distribution System Improvements/South Street	\$250,000	
Water	Fleet Replacement Program	\$306,634	
		\$1,016,634	

ACTION: So voted by unanimous consent.

ARTICLE 41: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise, appropriate and/or transfer, or borrow the sum of \$1,000,000 for Water Service Connections, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without

limitation all costs thereof as defined in G.L. c. 29C, §1, that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under G.L. c. 44, §8, G.L. c. 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to G.L. c. 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Select Board and Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: There are approximately 800 services containing lead remaining to be replaced. The Town currently has in place water treatment practices that reduce the corrosion on lead components, as well as a rigorous testing program. Originally, this program was to replace any components containing lead prior to road repaving, but the Town is ahead of that schedule and continuing to remove any necessary components. Once all lead is removed from the Town system, the Water Division will continue to provide corrosion control through water treatment practices because plumbing inside buildings may still contain lead. Previously, this request has been presented as an annual funding request of \$200,000; due to variability in years, the request has changed to be a \$1,000,000 request every four to five years to allow for continuous replacement.

MOVED: That if the Town will vote to raise, appropriate and/or transfer, or borrow the sum of \$1,000,000 for Water Service Connections, including costs incidental or related thereto, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in G.L. c. 29C, §1, that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under G.L. c. 44, §8, G.L. c. 29C or any other enabling authority; that the Treasurer, with the approval of the Select Board, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to G.L. c. 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a financing agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Select Board and Town Manager be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Select Board, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized

to expend all funds available for the project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ACTION: So voted by unanimous consent.

Article 42 was discussed upon completion of the unanimous consent articles.

ARTICLE 43: APPROPRIATE TO WORKERS COMPENSATION FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$337,000 to the Workers Compensation Fund and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefit and assessments budget. Due to increases in salaries and expenses over the past decade, and the resolution of several long-standing cases, the fund balance has been declining. The balance in the Reserve as of July 1, 2020 was \$763,248.

MOVED: That if the Town will vote to raise, and/or transfer and appropriate the sum of \$337,000 to the Workers Compensation Fund and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 44: ACCEPTANCE OF PROVISIONS OF M.G.L. CHAPTER 41 SECTION 111F – SPECIAL INJURY LEAVE INDEMNITY FUND

To see if the Town will vote to accept the fourth paragraph of M.G.L. Chapter 41, Section 111F to create a special fund to be known as the Injury Leave Indemnity Fund, to be expended by the Town Manager without further appropriation for payment of injury leave compensation or medical bills incurred under M.G.L. Chapter 41, Sections 111F or 100, to which appropriations may be made, and amounts received from insurance proceeds or restitution for injuries to firefighters or police officers shall be credited, provided further that said chief executive officer may, if the amounts therein are not immediately necessary or required in the foreseeable future, release specific amounts to the General Fund, or take any other action relative thereto.

Article Explanation: The 2016 Municipal Modernization Act added a paragraph to M.G.L. c. 41 Section 111F to allow cities and towns to establish and appropriate amounts to a special injury leave indemnity fund for payment of injury leave compensation or medical bills incurred for public safety personnel. The monies in the special

and may be expended, with the approval of the chief executive officer and without further appropriation, for such expenses. Any balance in the fund shall carry over from year to year, unless specific amounts are released to the general fund by the chief executive officer upon a finding that the amounts released are not immediately necessary for the purpose of the fund, and not required for expenses in the foreseeable future.

MOVED: That the Town will vote to accept the fourth paragraph of M.G.L. Chapter 41, Section 111F to create a special fund to be known as the Injury Leave Indemnity Fund, to be expended by the Town Manager without further appropriation for payment of injury leave compensation or medical bills incurred under M.G.L. Chapter 41, Sections 111F or 100, to which appropriations may be made, and amounts received from insurance proceeds or restitution for injuries to firefighters or police officers shall be credited, provided further that said chief executive officer may, if the amounts therein are not immediately necessary or required in the foreseeable future, release specific amounts to the General Fund.

ACTION: So voted by unanimous consent.

ARTICLE 45: FOSTER CARE TRANSPORTATION REIMBURSEMENT

To see if the Town will vote to authorize the Needham Public Schools to enter into contracts to seek federal reimbursement for foster care transportation activities being carried out by the Town, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues, in accordance with the provisions of M.G.L. Ch. 44 s. 70; or take any other action relative thereto.

Article Explanation: Under the Every Student Succeeds Act (ESSA), children in foster care are required to remain in their School of Origin as long as it is deemed to be in the best interest of the child. The School of Origin is responsible for funding the cost of transporting the foster care child to and from school. The Executive Office of Health and Human Services (EOHHS), in a partnership with the Department of Children and Families (DCF) and the Department of Elementary and Secondary Education (DESE), has developed a methodology that could reimburse a share of these transportation costs through Title IV-E, a section of the Social Security Act administered by DCF that provides federal reimbursement to states for services provided to children in foster care and other child welfare services. This voluntary program allows Local Education Authorities (LEAs) such as the Needham Public Schools to report their eligible transportation expenditures for children in foster care to the state to be claimed for federal reimbursement. It is estimated that LEAs will receive about 20% of reported costs in reimbursement. Reimbursement for transportation expenditures covered by any other federal funding source is not allowable (e.g., special education, homeless, Title I, etc.), even if that transportation is for a child in foster care, in order to avoid potential duplication of claiming.

The aforementioned agencies (DCF, EOHHS and DESE) have developed a voluntary, supplemental foster care transportation reimbursement program under the authority of M.G.L. Ch. 44 s. 70. Under this statute, a city or town, by vote of its town meeting,

town council or city council, and with the approval of the selectmen, town manager or mayor, can authorize the LEA to enter into contracts to seek federal reimbursement for activities being carried out by the municipality, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues. If authorized, Needham could begin submit claims in FY22 for the foster care transportation expenses it has incurred in FY2021. (Although federal rules allow for a maximum of eight quarters of claiming, the DESE program will process claims for the prior fiscal year only.) Although anticipated FY2021 expenditures are small (\$945, which would yield a reimbursement of approximately \$189 at 20% in the first year of implementation), expenditures vary from year to year on a case-specific basis. FY20 expenditures totaled \$14,960, for instance, which could have yielded a potential reimbursement of \$2,992 had this program been implemented in the current year. At present, the payments received under this program would be received by the General Fund.

MOVED: That if the Town will vote to authorize the Needham Public Schools to enter into contracts to seek federal reimbursement for foster care transportation activities being carried out by the Town, and to provide that payments for services under such contracts be made from the reimbursements or revenues recovered as a result of the services performed, without appropriation of such revenues, in accordance with the provisions of M.G.L. Ch. 44 s. 70.

ACTION: So voted by unanimous consent.

ARTICLE 46: SPECIAL EDUCATION STABILIZATION FUND

To see if the Town will vote to establish a Special Education Stabilization Fund in accordance with M.G.L. Chapter 40, s. 13 E; or take any other action relative thereto.

Article Explanation: M.G.L. Chapter 40, s. 13 E, as authorized by Section 24 of Chapter 218 of the Acts of 2016, provides for the establishment of a Special Education Stabilization Fund. Although special education expenses are normally paid from the school operating budget, these expenses can increase unexpectedly by hundreds of thousands of dollars to meet Individualized Educational Plan requirements or changing student needs. A special education reserve fund would provide a transparent and manageable way to address extraordinary and unanticipated increases in special education, tuition and transportation, that otherwise could not be met by existing operational resources. Under the law, a school district, by a majority vote of both the school committee and the legislative body, may establish and appropriate (or transfer) money to a reserve fund to be utilized in upcoming fiscal years, to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. The balance in such reserve fund is limited to two per cent of the annual net school spending of the school district. Additionally, funds in the reserve fund can only be expended or transferred out after a majority vote of both the School Committee and Select Board. Once the fund is established, the Department of Elementary and Secondary Education allows the School Committee to include a separate line item within its annual budget request to appropriate monies into the stabilization fund. Alternatively, Town Meeting could take separate action to appropriate funds to the SPED Reserve Fund, by majority vote. The School Department desires to create such a fund to provide a source

of funding for extraordinary, unbudgeted increases in special education costs, including out of district tuitions and transportation. The balance in the fund would be built up gradually over time, via annual appropriations to the fund. The proposed first year contribution to the fund would be made in FY2023, as part of the Town's regular budgeting process.

MOVED: That if the Town will vote to establish a Special Education Stabilization Fund in accordance with M.G.L. Chapter 40, s. 13 E.

ACTION: Article 46 was withdrawn earlier at this Special Town Meeting (May 1, 2021).

ARTICLE 47: AMEND GENERAL BY-LAW – AUTHORIZE TOWN CLERK TO ENSURE CONSISTENCY IN NUMBERING

To see if the Town will vote to insert a new Section 1.15 of the General By-Laws as follows: "The Town Clerk is authorized to assign appropriate numbers or letters to by-law sections, subsections, paragraphs and subparagraphs where none are approved by Town Meeting; and if such numbering or lettering is approved by Town Meeting, to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revisions to references regarding such numbering or lettering as contained within the by-laws to ensure accuracy and conformity;" or take any other action relative thereto.

Article Explanation: Amendments to the General By-laws of the Town of Needham often include the insertion of new sections and the re-numbering of existing sections. On occasion, the number or lettering included in an approved amendment is inconsistent with the existing By-laws. If approved, this article will authorize the Town Clerk to make non-substantive corrections to ensure that the By-law number and lettering system is accurate.

MOVED: That the Town will vote to insert a new Section 1.15 of the General By-Laws as follows: "The Town Clerk is authorized to assign appropriate numbers or letters to by-law sections, subsections, paragraphs and subparagraphs where none are approved by Town Meeting; and if such numbering or lettering is approved by Town Meeting, to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revisions to references regarding such numbering or lettering as contained within the by-laws to ensure accuracy and conformity."

ACTION: So voted by unanimous consent.

At this time the Moderator proceeded with the remaining articles in the warrant.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021.

Mr. Daniel P. Matthews moved to discuss Articles 4 and 5 together and vote on separately. The motion was presented and carried by unanimous vote.

Town Meeting Member Josephine Ochalla, Precinct I, questioned if there are other employees deserving salary increases. She also expressed concern that the Select Board did not have community discussions regarding the police department policies.

Mr. Matthews advised that all employees in the Town of Needham receive similar or equal raises. He encouraged all to read the Tidwell case involving Marvin Henry. Mr. Matthews stated that the Town tried to apologize but Marvin's attorney refused. Mr. Henry was detained for one-half hour and then released. Mr. Matthews encouraged members to watch the NUARI meetings. NUARI was organized and formed to address this and we believe we are on a good path.

Mr. Barry S. Pollack, Precinct J, suggested the Tidwell findings were watered down and maybe there is a need for more community discussion. Mr. Pollack stated that he stands by Town Meeting Member Ochalla and questioned how a police apology related to community discussion.

Ms. Carol I. Urwitz, Precinct J, expressed concern if an increase is provided and then taken away.

Mr. Jeffrey D. Heller, Precinct F, stated that 20 of the Needham police officers were trained.

Mr. John P. Kirks, Precinct F, expressed concern with the increased cost of details to \$55 per hour. Mr. Matthews noted that 85% of details is privately paid and the Town does not use overtime any more than is necessary.

Mr. David Dirks expressed concern with the high salary increase and questioned if the private details indirectly impact the town.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM POLICE SUPERIOR OFFICERS ASSOCIATION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Superior Officers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Police Superior Officers Association by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2021.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator

ARTICLE 12: APPROPRIATE FOR PLANNING CONSULTING ASSISTANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for the purpose of funding planning consulting assistance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: The Planning and Community Development Department is requesting funding for professional and technical assistance in support of planning and zoning initiatives, development applications, land use regulations, and related activities. Planning consulting assistance funds are used to conduct build-out, traffic, and fiscal impact analyses of zoning initiatives that the Planning Board is studying. In addition, funds would be used to help the Department research and advise appropriate Town boards when presented with complex development projects requiring advanced technical input.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for the purpose of funding planning consulting assistance, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash

ACTION: The motion was presented and carried by majority vote declared by the Moderator on a voice vote

ARTICLE 14: APPROPRIATE FOR PUBLIC INFORMATION OFFICER

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$196,326 for the purpose of continuing funding for the Public Information Officer position, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the tax levy; or take any other action relative thereto.

Article Information: This appropriation would allow the Town to continue to fund the Public Information Officer, a critical position for communicating with residents and businesses in Town. The PIO has been instrumental during the COVID-19 pandemic, creating a dedicated COVID-19 website with up-to-date information; sending regular updates to the community through multiple channels; and working collaboratively with Needham Public Health to protect the health and safety of Needham residents. The PIO has also executed several targeted multi-media campaigns to encourage mask-wearing and vaccinations. In addition to COVID-19-related work, the PIO has worked closely with the Select Board and Town Manager as well as

Town departments, boards and committees to inform and engage the community about important issues, and has increased citizen participation through online and social media efforts. The PIO has worked with the business community to promote local Needham businesses and help maintain a vibrant local economy. This funding will allow the PIO, in the coming two years, to re-design the Town website, making it more user-friendly and accessible; create a Town newsletter that can be accessed electronically and in print, and continue to work to grow the Town's social media followers. The PIO will also continue to explore new and creative ways to reach Needham residents of all ages and increase citizen participation in Town government.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$196,326 for the purpose of continuing funding for the Public Information Officer position, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the tax levy.

David J. Escalante (Precinct I) stated that the lack of communication is frustrating.

Mr. Glenn Mulno stated that the article is not clear and questioned whether the salary is for one or two years.

Marianne B. Cooley, Vice Chair Select Board, advised that the salary is for two years and includes expenses. She explained that much has been accomplished and a lot has happened in the last year. In the beginning COVID-19 updates were published every couple of days and then weekly on the Town website, twitter, Instagram, etc. If you don't find it immediately when you need it, then it goes by. Every meeting is available online. Citizens have enjoyed the option to review recorded meetings at a time of their choosing during COVID as all town meetings have been recorded. Similarly, the Public Information Officer has helped boards and committees to push their meeting information out over social media channels.

Mr. Robert A. Partridge (Precinct E), Chair of the Board of Health, stated that the Public Information Officer has been instrumental in helping our Board. The Board of Health asks Town Meeting to support this article.

Rebecca Waber (Precinct C) rose in support of the article but suggested that perhaps Town Meeting Members need more discussion.

Lois Sockol rose in favor of his article and suggested that she has been informed by this position. She asked if this information is transmitted to Needham Cable. Marianne B. Cooley, Vice Chair, Select Board, advised that meetings can run on both Youtube and Cable. Michael J. Greis, Needham Cable Channel President, stated that they have worked with the Town of Needham for years and stand ready to serve this town.

Doug Fox rose in opposition to Article 14. He indicated that he was against this article and is still opposed. The biggest problem is lack of transparency.

Cynthia D. Conturie indicated that she does not know who this person is or where this Public Information Officer gets her information. In response Marianne B. Cooley stated that our Public Information Office is Cynthia Gonzalez and there is no issue regarding calling any employee and there is no curtailing town departments

Jill C. Kahn-Boesel (Precinct I) advised that she voted in favor of this article two years ago. She has not seen any feedback from residents, but she will gather information from a large private Facebook page.

Peter Robert Cohenno (Precinct E) suggested it would be a mistake to get rid of the Public Information Officer.

Jeffrey D. Heller (Precinct F) expressed concern with the inappropriate comments. The "Oldtimers" never had this trouble. The information is there for people who want to get it.

Cynthia J. Chaston (Precinct E) and Chair of the Park & Recreation Commission, advised that the Park & Recreation Commission staff relied heavily on the Public Information Officer. Expectations were high and our board was criticized. She backed up our staff.

A motion to move the previous question was offered by Mr. Ilan Barzilay (Precinct H). the motion was presented and carried by the required two-thirds vote declare by the Moderator on a voice vote.

ACTION: The main motion was presented and carried on a voice vote declared by the Moderator.

At this time the Moderator declared a brief intermission. Upon completion of the intermission, the Moderator recognized state Senator Rebecca Rausch and State Representative Denise C. Garlick and her son Alexander, a new town Meeting Member in Precinct A.

ARTICLE 15: APPROPRIATE FOR CLINICAL SUPPORT SERVICES FOR LAW ENFORCEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$45,000 for the purpose of funding clinical support services for law enforcement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the tax levy; or take any other action relative thereto.

Article Information: The Needham Police Department proposes a regional collaboration with the Dedham Police Department and Riverside Community Care to advance the towns' shared goal of supporting evidence-based, culturally competent, trauma-informed and holistic responses to individuals with mental illness, co-occurring substance use disorders and trauma histories who might otherwise become incarcerated. The proposed initiative is for a Law Enforcement Clinical Support program to be shared between the two communities. A Master's level clinician assigned to this project would be an employee of Riverside Community Care, the State-designated emergency services provider. Needham and Dedham would enter into a shared services contract and split the cost of the program equally.

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$45,000 for the purpose of funding clinical support services for law enforcement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the tax levy.

Rebecca A. Young (Precinct I) expressed concern with the use of Riverside Community Care. She noted that this is her first Town Meeting. She supports this need and believes there is work to be done at the Police Department with critical support training.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 20: APPROPRIATE THE FY2022 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$3,527,570, from Overlay Surplus in the amount of \$100,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$71,176, and \$1,021,397 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

MOVED: To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of \$3,527,570, from Overlay Surplus in the amount of \$100,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$71,176, and \$1,021,397 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose.

Under Line 6 - Retirement Assessments, Peter Sergey Panov (Precinct J) questioned the increasing growth over the last couple of years. Carol A. Fachetti, Chair, Finance Committee explained that there is a 3.2% increase in FY2022 due to the assumed rate of return and updates on the mortality rates. The retirement Board reduce the rate this year. The plan is to fully fund this line item by 2033.

ACTION: Ms. Carol A. Fachetti moved to approve the FY 2022 Operating Budget. The motion was presented and carried on a voice vote declared by the Moderator.

Townwide Expenses

1. Casualty, Liability, Property & Self Insurance Program	\$758,900
2. Debt Service	\$20,764,142
3. Group Health Insurance, Employee Benefits & Administrative Costs	\$16,462,059
4. Needham Electric, Light & Gas Program	\$3,858,097
5. Retiree Insurance & Insurance Liability Fund	\$7,426,237
6. Retirement Assessments	\$10,417,439
7. Workers Compensation	\$828,731
8. Classification Performance & Settlements	\$858,000

9. Reserve Fund	\$2,077,091
Townwide Expense Total	<u>\$63,450,696</u>
<u>Select Board & the Office of the Town Manager</u>	
10A Salary & Wages	\$1,032,571
10B Expenses	<u>192,519</u>
Total	\$1,225,090
<u>Office of the Town Clerk & Board of Registrars</u>	
11A Salary & Wages	\$364,097
11B Expenses	<u>\$63,525</u>
Total	\$427,622
<u>Town Counsel</u>	
12A Salary & Wages	\$ 0
12B Expenses	<u>\$329,140</u>
Total	\$329,140
<u>Finance Department</u>	
13A Salary & Wages	\$2,147,570
13B Expenses	\$1,324,540
13C Capital	<u>\$95,000</u>
Total	\$3,567,110
<u>Finance Committee</u>	
14A Salary & Wages	\$39,682
14B Expenses	<u>\$1,400</u>
Total	\$41,082
<u>Planning and Community Development</u>	
15A Salary & Wages	\$491,192
15B Expenses	<u>\$34,450</u>
Total	\$525,642
<u>General Government</u>	\$6,115,686
<u>Police Department</u>	
16A Salary & Wages	\$6,952,629
16B Expenses	\$414,650
16C Capital	<u>\$113,156</u>
Total	\$7,480,435
<u>Fire Department</u>	
17A Salary & Wages	\$8,965,335
17B Expenses	\$401,179
17C Capital	<u>\$32,784</u>
Total	\$9,399,298
<u>Building Department</u>	
18A Salary & Wages	\$773,245
18B Expenses	<u>\$51,040</u>
Total	\$824,285
<u>Public Safety Total</u>	\$17,704,018
<u>Quincy Regional High School</u>	
<u>Assessment</u>	
19 Assessment	<u>\$1,230,287</u>
Total	\$1,230,287

<u>Needham Public Schools</u>	
20 Needham Public School Budget	<u>\$83,603,397</u>
Total	\$83,603,397
<u>Education Total</u>	\$84,833,684
<u>Building Design & Construction Department</u>	
21A Salary & Wages	\$375,937
21B Expenses	<u>\$15,175</u>
Total	\$391,112
<u>Department of Public Works</u>	
22A Salary & Wages	\$9,651,898
22B Expenses	\$7,351,890
22C Capital	\$178,000
22D Snow & Ice	<u>\$428,850</u>
Total	\$17,610,638
<u>Public Facilities and Public Works</u>	\$18,001,750
<u>Municipal Parking Program</u>	
23 Program Budget	<u>\$134,592</u>
Total	\$134,592
<u>Health and Human Services Department</u>	
24A Salary & Wages	\$1,930,899
24B Expenses	<u>\$422,488</u>
Total	\$2,353,387
<u>Commission on Disabilities</u>	
25A Salary & Wages	1,500
25B Expenses	<u>550</u>
Total	\$2,050
<u>Historical Commission</u>	
26A Salary & Wages	\$0
26B Expenses	<u>1,050</u>
Total	\$1,050
<u>Needham Public Library</u>	
27A Salary & Wages	\$1,657,051
27B Expenses	<u>\$374,631</u>
Total	\$2,031,682
<u>Park & Recreation Department</u>	
28A Salary & Wages	\$949,272
28B Expenses	<u>\$222,200</u>
Total	\$1,171,472
<u>Memorial Park</u>	
29A Salary & Wages	\$0
29B Expenses	<u>\$750</u>
Total	\$750
<u>Community Services</u>	\$5,694,983
<u>Departmental Budget Total</u>	\$132,350,121

Total Operating Budget **\$195,800,817**

ARTICLE 22: APPROPRIATE THE FY2022 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2022, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise

FY2022

Line #	Description	FY2020 Expended	FTE	FY2021 Current Budget	FTE	FY2022 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	\$1,133,005	17.0	\$1,360,541	17.0	\$1,413,248	17.0	
301B	Expenses	\$1,164,739		\$1,269,070		\$1,294,764		
301C	Capital Outlay	\$15,000		\$15,000		\$40,000		
301D	MWRA Assessment	\$1,412,327		\$1,126,226		\$1,677,742		
301E	Debt Service	\$1,177,829		\$1,250,000		\$1,250,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,902,900	17.0	\$5,095,837	17.0	\$5,750,754	17.0	
FY 2022 Budget Percentage Change from FY 2021 Budget							12.9%	

and to meet this appropriation that \$5,400,754 be raised from Water Enterprise Fund receipts and that \$350,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field. The well field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports approximately 15,335 installed meters.

The overall operating budget for FY2022 is \$5,750,754 or \$654,917 (12.9%) more than the FY2021 budget. The higher budget is primary due to the \$551,516 increase in the MWRA assessment for the Town's use of water. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2022 water assessment is based on CY2020 water use. The Town's use of MWRA water was up more than 45% from the prior year, 388 million gallons compared to 266 million gallons of water. During calendar year 2019, approximately 22.7% of the total water production came from the MWRA; during calendar year 2020, 29.7% of production came from the MWRA (see table). The preliminary water assessment for FY2022 is \$1,677,742 which is approximately a 49% increase in the assessment. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production	CY2018	CY2019	CY2020
Water Production*	1,308.3	1,174.2	1,305.6
Water Production from MWRA	358.5	266.2	387.8
Water Production from Town Wells	949.8	908.0	917.8
Percentage from MWRA	27.4%	22.7%	29.7%
*millions of gallons			
Water meters replaced	1,454	1,591	385
Percentage of the total number of water meters in place for that year	9.5%	10.4%	2.5%

Note: The lower number of meters replaced was due to COVID-19 restrictions.

The FY2022 salary and wage expense line is \$1,413,248, an increase of \$52,707 (3.7%) over the current budget. The increase is reflective of changes in personnel and the planned implementation of a co-op program with Minuteman Regional High School and other trade schools to encourage students to work and obtain skills in operating water systems. Similar programs are part of the Public Works general fund operation. The water enterprise has 17 full-time employees, of whom 13 are unionized. Twelve employees are members of the NIPEA union, and one employee is a member of the ITWA union. The collective bargaining agreements with the NIPEA and ITWA unions expire on June 30, 2021, and as of the time of the budget submission, successor agreements have not been reached. When agreements with the unions are reached and approved by the Town, supplemental appropriations, if necessary, will be submitted for a future Town Meeting.

The water expense line of \$1,294,764 is \$25,694 higher than the FY2021 budget, approximately 3.9% more. The increase was driven by the increased cost for water meters and related equipment. The increase was \$58,748. However, that increase was mitigated with decreases in the estimated cost for other supplies, materials, and equipment of \$24,316 and a decrease in energy related expenses of \$16,443. Professional and technical services increased by \$10,100 which pays the costs associated with software, leak detection work, water quality testing, treatment system testing and analysis, and employee training. There was a decrease in printing communication expenses of \$2,600, and there is an increase which is based on contract of 205 for fire and security monitoring services.

The operating capital line for FY2022 was increased by \$25,000 to \$40,000 for the year. The planned expense is the purchase and replacement of four filter drain valve actuators. The debt service line is level funded at \$1,250,000. The Town has several large-scale water infrastructure projects that will impact the enterprise debt budget in the out years. The water reserve fund at \$75,000 is level dollar for FY2022.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

MOVED: That The Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2022, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2022**

Line #	Description	FY2020 Expended FTE	FY2021 Current Budget FTE	FY2022 Recommended FTE	Town Meeting Amendments
01A	Salary & Wages	\$1,133,005 17.0	\$1,360,541 17.0	\$1,413,248 17.0	
01B	Expenses	\$1,164,739	\$1,269,070	\$1,294,764	
01C	Capital Outlay	\$15,000	\$15,000	\$40,000	
01D	MWRA Assessment	\$1,412,327	\$1,126,226	\$1,677,742	
01E	Debt Service	\$1,177,829	\$1,250,000	\$1,250,000	
02	Reserve Fund	Transfers Only	\$75,000	\$75,000	
TOTAL		\$4,902,900 17.0	\$5,095,837 17.0	\$5,750,754 17.0	
FY2022 Budget Percentage Change from FY2021 Budget				12.9%	

and to meet this appropriation that \$5,400,754 be raised from Water Enterprise Fund receipts and that \$350,000 be transferred from Water Enterprise Fund and Retained Earnings.

In response to an inquiry from Mark J. Gluesing (Precinct C), Mr. Matthew D. Borrelli, Chair, Select Board, advised that the water enterprise Fund Budget is higher than the Sewer Enterprise Fund Budget due to anticipated expenses related to water line replacement.

ACTION: The main motion was presented and carried by unanimous vote.

Article 23 was passed by unanimous consent at the beginning of this Special Town Meeting.

Article 24 was withdrawn earlier at the beginning of this Special Town Meeting.

Articles 25 was passed by unanimous consent at the beginning of this Special Town Meeting

ARTICLE 26: APPROPRIATE FOR TOWN COMMON HISTORIC REDESIGN & RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate \$1,364,000 for the historic redesign and renovation of the Town Common, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,000,000 be transferred from CPA Free Cash and \$364,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

Article Information: The Town completed an internal design process for the Town Common and drafted a scope of services which includes improved hardscape, landscaping, amenities, tree plantings, and utility upgrades that are consistent with the historic nature of the Common and the Downtown Streetscape Improvement Project. This project will install new sod, trees, plantings, low maintenance hardscape materials, and increase handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events. This request is for the funding for the construction phase of this project; the design phase was funded in FY2020.

MOVED: That the Town will vote to raise and/or transfer and appropriate \$1,364,000 for the historic redesign and renovation of the Town Common, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,000,000 be transferred from CPA Free Cash and \$364,000 be transferred from General Fund Free Cash.

Jennifer C. Sheck-Kahn (Precinct A) rose in favor of this article. She questioned when construction would begin on the renovation of the Town Common.

Peter J Pingitore, Chair of the Community Preservation Committee, indicated it could begin in July but asked the Moderator to allow Edward Olsen, Superintendent of Parks and Forestry and a Needham resident, to address Town Meeting. Mr. Olsen advised that if the article is passed, the Town would go out to bid in the fall and winter and begin construction next Summer. Construction time would take from three to five months.

Mr. Dennis Francis McCafferty (Precinct F) questioned the benefit of this project since some work has previously been done on the Town Common. Mr. Pingitore advised that this construction is to replace the Great Plain Avenue area including the new blue tree area.

Mr. Matthew D Borrelli, Chair, Select Board, stated that the Town Common is the Town's front lawn. It is the jewel of the town and the idea is to make it more accessible for town resident.

In response to an inquiry from Ms. Lois Sockol, Mr. Peter Pingitore advised that the existing statutes would be preserved.

In response to an inquiry from Jeanne S. Knight, Mr. Olsen explained that the design is final and ready to file with the Planning Board.

Lance R. Brown (Precinct A) expressed concern about the Blue Tree. He recalled money being reserved at the 2014 Annual Town Meeting for the Town Common and heard that the Blue Tree

will be removed and re-installed. Superintendent Ed Olsen explained that all plantings will be removed except the Blue Tree and replanted. Mr. Matthew D. Borrelli, Chair, Select Board stated that savings from the 2014 Annual Town Meeting article is being held for use of that tree.

Cynthia L. Conturie, (Precinct D) advised that there is a problem with Bradford Pear trees because they are invasive, and Needham should stop planting those trees and plant native trees

Lisa Cherbuliez rose in support of this article and the Select Board in finding new ways to get together. In response to Lisa's inquiry, Mr. Olsen advised that the Farmer's Market should be accessible with the new high-density planting

In response to an inquiry from Ross M. Donald (Precinct D), Mr. Pingitore advised that this design has been ongoing during the pandemic and the tent will be a permanent part of the redesign..

ACTION: The main motion was presented and carried by unanimous vote.

Article 27 was passed by unanimous consent at the beginning of this Special Town Meeting

ARTICLE 28: APPROPRIATE FOR RESURFACING THE SYNTHETIC TRACK AT DEFAZIO PARK

To see if the Town will vote to raise and/or transfer and appropriate \$166,000 for the resurfacing of the synthetic track at DeFazio Park, to be spent under the direction of the Town Manager and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve; or take any other action relative thereto.

Article Information: The Department of Public Works and Parks and Recreation have developed a maintenance plan for all fields which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for multi-use fields and ball diamonds. The Department of Public Works engaged a consultant to evaluate the synthetic track at DeFazio Complex and identified some delamination. Basic maintenance, including the proposed resurfacing of the synthetic track, is required to ensure that a total replacement is not necessary.

MOVED: That the Town will vote to raise and/or transfer and appropriate \$166,000 for the resurfacing of the synthetic track at DeFazio Park, to be spent under the direction of the Town Manager and to meet this appropriation that said funds be transferred from the CPA 2021 General Reserve.

In response to an inquiry from Robert R. Braman (Precinct E), Matthew D. Borrelli, Chair, Select Board, advised that the intent is to build the fund up for field replacement. Mr. William Paulson saw the walking trail around DeFazio Field.

ACTION: The main motion was presented and carried by majority vote declared by the Moderator.

ARTICLE 29: APPROPRIATE FOR MCLEOD FIELD RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate \$48,000 for McLeod Field Renovation Design, to be spent under the direction of the Town Manager, and to meet this appropriation that \$45,000 be transferred from the CPA 2021 General Reserve and \$3,000 be transferred from General Fund Free Cash; or take any other action relative thereto.

Article Information: The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds. Since McLeod Field was renovated in 2009, there have been several drainage issues related to the 4-foot drainpipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used, and has caused the field to fail prematurely. A full renovation of the subsurface, surface, and improved amenities will be the focus of this design.

MOVED: that the Town will vote to raise and/or transfer and appropriate \$48,000 for McLeod Field Renovation Design, to be spent under the direction of the Town Manager, and to meet this appropriation that \$45,000 be transferred from the CPA 2021 General Reserve and \$3,000 be transferred from General Fund Free Cash.

ACTION: The main motion was presented and carried by majority vote declared by the Moderator.

Articles 30, 31, 32, 33, and 34 were passed by unanimous consent at the beginning of this Special Town Meeting.

ARTICLE 35: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$3,958,653 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Public Safety	Public Safety Mobile Devices	\$50,000	
Public Safety	LIFEPAK 15 V4 Monitor/Defibrillator	\$30,577	
Public Safety	Self Contained Breathing Apparatus	\$192,120	
Public Safety	Personal Protective Equipment	\$43,358	
Public Schools	School Copiers	\$61,264	
Public Schools	School Furniture	\$25,000	
Public Schools	School Technology	\$479,650	
Public Schools	Broadmeadow School Technology Room Conversion	\$213,100	
General Government	Hillside School Boiler Installation	\$16,000	
Public Schools	Polard School Feasibility Study	\$280,000	
Public Schools	Auditorium Theatrical Sound & Lighting Systems Needs Assessment	\$60,000	
Public Works	Permanent Message Boards	\$56,000	
Multiple	Energy Efficiency Upgrade Improvements	\$100,000	
Public Works	Recycling and Transfer Station Property Improvements	\$480,000	
Public Works	Specialty Equipment Specialty Mower (334)	\$38,000	
Community Services	Library Technology	\$48,500	
General Government	Ridge Hill Building Demolition	\$650,000	
Multiple	Fleet Replacement Program	\$1,135,084	
		\$3,958,653	

Article Information:

Public Safety Mobile Devices

This request is for the replacement of laptops and tablets that are used in Needham Police and Fire Department Vehicles. The hardware communicates with the Public Safety CAD software as well as State and Federal websites and databases. The devices themselves are hardened devices for use in more intensive environments. The planned replacement cycle for these devices is six years, supplemented by State 911 Grant Funds when available.

Monitor/Defibrillator

A Physio LIFEPAK 15 is the Cardiac Monitor/Defibrillator used by Needham Fire on the front-line rescue units. The average life span for this equipment is estimated to be five years. The Department's current LIFEPAK units are two and seven years old respectively. Replacement units offer improved features not available in older units, such as the ability to monitor carbon monoxide in a patient, thereby enhancing diagnosis and treatment protocols. The addition of this piece of equipment will allow the Department to place the aging LIFEPAK on Rescue 3, which serves as a back-up ambulance, where it would get limited use and extend its working life. Placement of the LIFEPAK on Rescue 3 will allow it to be upgraded from a basic life support vehicle to an advanced life support vehicle. Finally, having a third LIFEPAK would allow the Department to send other units out to be serviced while continuing operations, without having to borrow a unit from a neighboring town.

Self-Contained Breathing Apparatus

This request is to replace outdated self-contained breathing apparatus (SCBA) units to meet current standards. These units are essential pieces of equipment to maintain the life, safety and health of personnel as they work in fire and other emergency incidents where toxins exist. Much of the Department's equipment was purchased prior to 2012, is outdated by NFPA standards, and is either now or will soon be out of the range of serviceability.

Personal Protective Equipment

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis, ensuring that the life span of the equipment does not exceed the 10-year guideline. Through this program, NFD has been able to ensure that all line personnel have two sets of PPE available, enabling them to clean one set of PPE after an incident while remaining in service for other emergencies. Properly maintaining PPE helps deliver the expected longevity of the equipment and reduces long term health risks faced by personnel. The PPE requested includes boots, helmets, gloves, hoods, firefighting pants and coat.

School Copier Replacement

School photocopiers are located in all the schools and the administration building and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, and teaching packets. Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. The FY2022 request is to replace seven copiers in the following locations: Broadmeadow Room 162, Pollard Rooms 220 and 229, Pollard Classroom M7, and NHS Rooms 609, 503 and 408.

School Furniture

This is an annual appropriation for the replacement of furniture in poor and fair condition throughout the School Department. The FY2022 request allocated for new classroom furniture as needed for increased enrollment or replacement purposes.

School Technology

The School Department technology replacement program includes desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. This request of \$479,650 reflects the School Department's classroom technology standard and the decision in FY2017 to move devices with a lifespan of less than five years (Digital Learning Devices, or DLDs, and staff laptops) to the operating budget. The FY2022 request includes \$366,650 for hardware and \$113,000 for infrastructure replacement.

Broadmeadow School Technology Room Conversion

The School Committee implemented Full-Day Kindergarten in September 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed over the next five years resulting from Full Day Kindergarten and projected enrollment growth. These modifications include the conversion of a technology lab at the Broadmeadow School to a classroom to open during School Year 2022/23.

Hillside School Boiler Installation Design

The Hillside School currently has two cast iron boilers to heat the building. Boiler #1 has a leak that needs to be repaired. The existing boilers were installed during the renovation in 1998 and have surpassed their 20-year life cycle. Due to the age of the boilers, many of the parts necessary for continued maintenance are no longer manufactured, so repairing the boilers is becoming increasingly difficult. While the building is no longer being used as a school, it is still in use as swing space. The boilers are necessary in order to prevent the building from freezing and causing major damage. This request is for the design phase of the project. Any salvageable parts will be kept, providing spare parts for boiler #2. Boiler #1 will be replaced with a new boiler.

Pollard School Feasibility Study

The purpose of this study is to provide sufficient development of the School Committee's preferred option at Pollard School for the purpose of allowing the Town to make informed decisions about the retrofit/replacement of systems and/or building elements, until the renovation work can occur. It is anticipated that this study would entail a review of programming, layout and other factors that could support an eventual realization of the preferred renovation option and allow modifications within the current Pollard that would later be in concert with future plans. This request implements the projects proposed as part of a multi-project strategic plan to provide capacity at the elementary schools for enrollment growth, address overcrowding at the High Rock School and modernize the Mitchell Elementary and Pollard Middle Schools.

Auditorium Theatrical Sound and Lighting Systems Needs Assessment

This project is to conduct a needs assessment/feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School Auditoriums. These auditoriums are venues for student and community group productions. The theatrical equipment currently installed in these venues, however, is old and not adequate for contemporary musical or theatrical productions. Although some issues are unique to particular venues, some common deficiencies in the audio systems include: speakers, which are poorly placed, insufficient in number and/or non-functioning, thereby impairing the audience's ability to hear what is happening clearly on stage from all seats; sound boards, which are old (analog), partially non-functioning and/or not at a standard that is necessary for a modern musical or theatrical production; and amplification equipment (such as wireless receivers and microphones) that are insufficient in number and/or broken. The lighting systems include fixtures that are partially non-functioning, and uncoordinated with sound delivery. Although the need and vision for these spaces has not yet been fully assessed, school parents and community groups already have engaged in fundraising for equipment upgrades.

Permanent Message Boards

This request is for permanently installed message boards to communicate with residents. Currently the Public Works Department has mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction related notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and often not available for non-emergency notice. This project will alleviate competition for the current message boards. The new message boards will have the capacity to be programmed remotely. The plan is to fund one message board per year. Unless circumstances require otherwise, this funding would support a permanent message board near the intersection of Dedham Avenue and South Street.

Energy Efficiency Upgrade Improvements

This program supports on-going energy efficiency upgrades throughout Town and School buildings. Due to COVID-19, during FY2021, the Building Maintenance Division conducted a recommissioning of all School buildings throughout Town with the goal of increasing air flow in all occupied spaces, correcting controls, and making repairs to the mechanical systems. Many of the pieces of equipment were not designed with the intention of operating at this magnitude, therefore these systems will need to be reevaluated. This request is intended for a review of keeping the systems operating at the necessary level for increased air flow while also evaluating their energy consumption. These systems will need to be rebalanced with both goals in mind. Performing a review of these systems will lead to a list of recommended adjustments that will help inform the upcoming years' Energy Efficient Upgrades submissions.

RTS Property Improvements

This article will be used to fund improvements to the Recycling and Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. The RTS composting operation is presently under a Conservation Commission Negative Determination of Applicability (NDA) resulting from adverse impacts to the wetlands from the compost operations. The NDA calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations. This project will also assist the Town in complying with its 2016 NPDES MS4 Permit. The plan is to grade and pave the existing dirt road behind the salt shed, which is the main access to the salt shed for deliveries and loading. This work will stabilize the road preventing drainage and runoff problems and prevent erosion of soil into the wetlands adjacent to the RTS.

DPW Specialty Equipment

Specialty equipment fits the definition of capital but is not included in the fleet request because the equipment is not a registered vehicle. In FY2022 the DPW is requesting funding for a specialty mower for the Parks and Forestry Division. This small mower (Unit 334) performs a second cut on highly maintained baseball fields. It has floating cutting decks that provide a higher quality cut and playing surface. It also lessens the amount of scalping and mower damage to the field compared to the large area mowers. Since this machine has a lighter footprint than the large area mowers it can cut fields even after heavy rains.

Library Technology

This capital request is for the three remaining years of a four-year Library Technology Plan. Year one was funded at the Annual Town Meeting held on June 8, 2020. Unless circumstances require otherwise, FY2022 funding is proposed for the replacement of 29 public computers (Adult 20; Young Adult 4; Children's 4, Community Room 1), and two self check-out computers. The equipment was originally purchased in 2013.

Ridge Hill Building Demolition

The 2019 Annual Town Meeting approved \$50,000 in feasibility funding for the demolition of buildings at the Ridge Hill site. This request would fund the demolition of the Ridge Hill Manor House and Garage at 463 Charles River Street. The existing barn structure is excluded from this scope. Most of the Ridge Hill Reservation is under the jurisdiction of the Conservation Commission, with approximately three acres under the authority of the Select Board. The demolition scope of work includes hazardous materials abatement and disposal; removal of an underground fuel storage tank (UST) at the garage; complete removal of all building elements, foundations, portions of the exterior paved areas and utilities associated with the subject structures and stabilization; and restoration of the site following demolition.

General Fund Fleet Replacement Program

The Town's fleet replacement program was established in FY2015. The program includes a budget and schedule for the Town's rolling stock fleet of approximately 220 vehicles, trailers, and large specialized attachments and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUVs, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be part of the of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles and snow and ice equipment comprise the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general-purpose vehicles but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the proposed FY2022 fleet replacement schedule is as follows.

General Fund Core Fleet Replacement

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
712	Ford Econ Van E250	DPW Building Maintenance	2011	Utility Van Class 2	\$69,831
756	SUV Hybrid	DPW Building Maintenance	2010	SUV Hybrid	\$50,814
45	Ford E150 Van	DPW Engineering	2012	Utility Van	\$54,973
32	Ford F350	DPW Highway	2012	Work Truck Class 3 Pick-up	\$61,916
C-02	Chevy Tahoe	Fire Department	2016	Public Safety Response Vehicle	\$62,540
Van 10	Toyota Sienna	School Department	2015	Passenger Van	\$51,419
Van 9	Toyota Sienna	School Department	2014	Passenger Van	\$51,419

General Fund Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
10	International 7400	DPW Highway	2010	Heavy Duty Truck Class 8 Large Dump	\$284,119
39	Ford F550	DPW Highway	2012	Work Truck Class 5 Dump	\$94,210
R-03	Ford 450 Ambulance	Fire Department	2008	Ambulance	\$353,843

MOVED: That the Town will vote to raise and/or transfer and appropriate the sum of \$3,958,653 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Public Safety	Public Safety Mobile Devices	\$50,000	
Public Safety	LIFEPAK 15 V4 Monitor/Defibrillator	\$30,577	
Public Safety	Self Contained Breathing Apparatus	\$192,120	
Public Safety	Personal Protective Equipment	\$43,358	
Public Schools	School Copiers	\$61,264	
Public Schools	School Furniture	\$25,000	
Public Schools	School Technology	\$479,650	
Public Schools	Broadmeadow School Technology Room Conversion	\$213,100	
General Government	Hillside School Boiler Installation	\$16,000	
Public Schools	Pollard School Feasibility Study	\$280,000	
Public Schools	Auditorium Theatrical Sound & Lighting Systems Needs Assessment	\$60,000	
Public Works	Permanent Message Boards	\$56,000	
Multiple	Energy Efficiency Upgrade Improvements	\$100,000	
Public Works	Recycling and Transfer Station Property Improvements	\$480,000	
Public Works	Specialty Equipment Specialty Mower (334)	\$38,000	
Community Services	Library Technology	\$48,500	
General Government	Ridge Hill Building Demolition	\$650,000	
Multiple	Fleet Replacement Program	\$1,135,084	
		\$3,958,653	

A motion to amend was offered by Matthew D. Borrelli by deleting the sum "\$3,958,653" and inserting in place thereof the sum "\$3,028,653," and by deleting the items "Pollard School Feasibility Study \$280,000" and "Ridge Hill Building Demolition \$650,000". The motion to amend was presented and carried by voice vote declared by the Moderator.

ACTION: The main motion, as amended, was presented and carried by unanimous vote.

VOTED: That the Town will vote to raise and/or transfer and appropriate the sum of \$3,028,653 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Group	Description	Recommended	Amended
Public Safety	Public Safety Mobile Devices	\$50,000	\$50,000
Public Safety	LIFEPAK 15 V4 Monitor/Defibrillator	\$30,577	\$30,577
Public Safety	Self Contained Breathing Apparatus	\$192,120	\$192,120
Public Safety	Personal Protective Equipment	\$43,358	\$43,358
Public Schools	School Copiers	\$61,264	\$61,264
Public Schools	School Furniture	\$25,000	\$25,000
Public Schools	School Technology	\$479,650	\$479,650
Public Schools	Broadmeadow School Technology Room Conversion	\$213,100	\$213,100
General Government	Hillside School Boiler Installation	\$16,000	\$16,000
Public Schools	Pollard School Feasibility Study	\$280,000	\$0
Public Schools	Auditorium Theatrical Sound & Lighting Systems Needs Assessment	\$60,000	\$60,000
Public Works	Permanent Message Boards	\$56,000	\$56,000
Multiple	Energy Efficiency Upgrade Improvements	\$100,000	\$100,000
Public Works	Recycling and Transfer Station Property Improvements	\$480,000	\$480,000
Public Works	Specialty Equipment Specialty Mower (334)	\$38,000	\$38,000
Community Services	Library Technology	\$48,500	\$48,500
General Government	Ridge Hill Building Demolition	\$650,000	\$0
Multiple	Fleet Replacement Program	\$1,135,084	\$1,135,084
		\$3,958,653	\$3,028,653

Article 36 was passed by unanimous consent at the beginning of this Special Town Meeting.

ARTICLE 37: APPROPRIATE FOR PUBLIC SAFETY BUILDINGS CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate, or borrow the sum of \$1,700,000 in order to pay costs of engineering and design services for the reconstruction and/or construction of the Public Safety Building and Fire Station #2, as well as the costs of reconstructing and/or constructing each of such facilities, and all other costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Laws Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by the amount; or take any other action relative thereto

Article Information: The Public Safety Building project consists of the reconstruction of Fire Stations 1 and 2, and the Police Station. This capital request is for additional costs to the Public Safety project to account for unforeseen COVID-19 related expenses incurred to enable continuation of work to proceed, keeping the project within established timetables. In addition, soil contamination was found at Fire Station 2 while excavating foundations. In order to mitigate this situation and meet current environmental standards and regulations unforeseen costs were incurred. These costs were outside of predictability at the time of budget estimates and were not carried within the contingency line item that was identified for the project.

MOVED: That the Town will vote to raise and/or transfer and appropriate, or borrow the sum of \$1,700,000 in order to pay costs of engineering and design services for the reconstruction and/or construction of the Public Safety Building and Fire Station #2, as well as the costs of reconstructing and/or constructing each of such facilities, and all other costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Laws Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment

of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

A motion to amend the main motion under Article 37 was offered by Mr. Daniel P. Matthews by deleting the sum "\$1,700,000" and inserting in place thereof the sum "\$1,400,000".

The motion to amend was presented and carried by unanimous vote.

ACTION: The main motion, as amended, was presented, and carried by two-thirds vote on a voice vote declared by the Moderator.

VOTED: That the Town will vote to raise and/or transfer and appropriate, or borrow the sum of \$1,400,000 in order to pay costs of engineering and design services for the reconstruction and/or construction of the Public Safety Building and Fire Station #2, as well as the costs of reconstructing and/or constructing each of such facilities, and all other costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Laws Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Articles 38, 39, 40, and 41 were passed by unanimous consent at the beginning of this Special Town Meeting.

ARTICLE 42: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$30,815 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of March 15, 2021 was \$270,101.

MOVED: That the Town will vote to raise, and/or transfer and appropriate the sum of \$30,815 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy.

Carol I. Urwitz (Precinct J) questioned why some funds are appropriated and held in reserve and others are appropriated as the need arises. Mr. Marcus Nelson, member, Select Board, advised that this appropriation is held in reserve because of the expense of approximately \$2,000,000 to replace the synthetic turf.

ACTION: The main motion was presented and carried by majority vote declared by the Moderator on a voice vote.

Articles 43, 44, 45 and 47 were passed by unanimous consent at the beginning of this Special Town Meeting.

Article 46 was withdrawn at the beginning of this Special Town Meeting.

ARTICLE 48: NEEDHAM UNITE AGAINST RACISM RESOLUTION

To see if the Town will adopt a Resolution to support the Racial Equity Vision Statement and Guiding Principles recommended by the Needham Unite Against Racism Initiative Working Group and approved by the Select Board; or take any other action relative thereto.

Article Information: The Select Board voted to create the Needham Unite Against Racism Initiative (NUARI) and appointed the NUARI Working Group. One of the charges for the Working Group was to articulate a recommended vision for racial equity in Needham, and guiding principles to inform future actions. At its meeting on March 22, 2021 the NUARI working Group voted a vision statement and guiding principles, that was the adopted by the Select Board on March 23, 2021. The Vision Statement and Guiding Principles are as follows:

Racial Equity Vision Statement

Needham will be a community free of racism, racial bias, prejudice and discrimination. Our residents, schools, businesses, organizations and government will work together to identify barriers to racial equity and create solutions, opportunities, resources and support for removing them.

- We will work collaboratively and democratically toward a just, equitable, antiracist community.
- We will work to identify and change current policies, procedures, practices, and cultural norms in Needham that prevent meaningful access to opportunities because of race.
- We will create opportunities for the community to confront unpleasant truths and seek solutions that always amplify values of racial equity.
- We will intentionally create spaces for respectful dialogue and difficult conversations toward racial amity.
- We will actively engage with those who feel the impact of racism most directly, seeking their input, guidance, and honoring the wisdom of their experience.
- We will commit as individuals to be intentional in our efforts to learn and practice anti-bias and antiracism.

Article Explanation: This petition, if enacted, would regulate the storage of curbside household waste receptacles other than the period 9:00 p.m. the day before and 9:00 p.m. the day of trash pick-up.

MOVED: To Amend the General Bylaws as Follows:

3. To include, immediately following Section 2.5.1 of the General Bylaws;

Section 2.5.1.1

Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties By Commercial Vendors: Except between the hours of 9:00 PM the day before and 9:00 PM on the day of household waste, hereinafter defined, disposal pickup by a commercial waste disposal vendor, hereinafter defined, any and all receptacles of any kind used for such purpose shall be stored at least thirty (30) feet from the abutting paved edge of all public ways or otherwise not visible from a public way within the Town of Needham. For purposes of this article, Household waste shall mean any house dirt, ashes or garbage, recycling or other refuse or garbage, or any grease or bones or any refuse substances from any residential dwelling house of any kind. Commercial waste disposal vendor, for purposes of this article, shall mean any entity whatsoever that, for hire, removes and transports household waste from any residential dwelling house of any kind in the Town of Needham.

To include, immediately following Section 8.2.2.7 of the General Bylaws;

4. Section 8.2.2.7.1

Enforcement of Section 2.5.1 of the General Bylaws

The Enforcement Agents for Section 2.5.1.1 of the General Bylaws: Health Director, Environmental Health Agent, or Chief of Police

Fine Schedule:

First Offense - \$50

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300.

Kim Marie Nicols (Precinct B) rose in opposition to this article. She suggested that this citizens' petition sounds like a neighborhood issue and perhaps they could resolve this without involving the whole town involved.

William J. Paulson, Jr. suggested that this happens in more than one neighborhood.

In response to an inquiry from Peter Sergey Panov, (Precinct J), Joseph J. Leghorn (Precinct D) advised that the fee would be paid by the resident. Carol I. Urwitz (Precinct J) suggested that she uses a private trash pickup company and occasionally leaves her trash receptacle out at 8:30 because of work hours.

In response to an inquiry from Robert T. Smart, Jr. (Precinct J), Daniel P. Matthews, member, Select Board said the draft is pretty clean and clear and it is up to the Town.

Maureen T. McCaffrey (Precinct G) stated that several years ago the trash containers had to be on the owner's property and questioned what is stated in the current rules.

Mr. Jeffrey D. Heller (Precinct F) moved to refer this article back to the Select Board for further study. Mr. David . Escalante (Precinct J) questioned how the fines would be issued to renters or condo associates. Mr. Joseph J. Leghorn noted that this article amends a portion of the General By-Laws that deals with households. Mr. Leghorn moved to amend Mr. Heller's motion to refer to add the following words "and report back to the Annual Town Meeting in May 2022.

Messrs. Erik Bailey, Barry S. Pollack , Glenn Alan Mulno and Peter Robert Cohenno all rose in opposition to this article.

Mr. Leghorn's motion to refer as amended was presented by the Moderator, but the Moderator was in doubt. The motion was presented again, and the Moderator was still in doubt. The Moderator swore in the following tellers: Richard S. Creem, Jane B. Murphy, Paula R. Callanan, Philip V. Robert, Holly Ann Clarke and Erik J. Bailey. The motion to amend was presented but the motion to amend failed by a count of hands. The hand count was Yes 86 No 97.

Mr. Heller's motion to refer to the Select Board and report at a future Town Meeting was presented but the motion failed on a voice vote.

ACTION: The main motion was presented but failed to pass on a voice vote.

ARTICLE 50: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Select Board, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

MOVED: That the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Select Board, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting

The Moderator advised that there were no articles under the Omnibus Article.

At 5:19 P.M. Mr. Matthew D. Borrelli, on behalf of the Select Board moved to dissolve the Special Town Meeting with the following Resolution:

transforming our thinking, attitudes and behaviors.

Guiding Principles in Support of The Vision Statement For Racial Equity In The Town Of Needham

1. *Racial equity in Needham means that the experiences of people of color are the same as those of the white majority – from day to day interactions, housing opportunities, interactions with the police and other first responders, employment, and educational opportunities, etc. On the path to racial equity...*
 - *People of color will see others of color in leadership roles in government, business, the school system, and civic groups.*
 - *Our community will have opportunities to learn a more complete version of American history and its relevance to today's challenges.*
 - *Students in schools will experience equity with regard to all aspects of their education (e.g. placement, acknowledgement, recognition, engagement, discipline, curriculum and co-curricular involvement).*
 - *People of color will feel safe, validated and treated equitably with respect to public safety (e.g. arrests, use of force, motor vehicle stops, traffic infractions, handcuffing, and criminal applications).*
 - *People of color will feel safe, validated, included and treated equitably in all Town-related activities (e.g. town meeting/government, services and events).*
 - *In the decision making process, the voices and experiences of people of color will be honored and respected as valid (e.g. equity in hiring, engagement and promotion, programs and events are inclusive and equity minded, intentional anti-bias efforts are employed in all considerations).*
 - *All races will want to live here – Needham will be a desirable community for everyone. The town will take proactive measures to support a more racially and economically diverse and inclusive population (e.g. housing access, mixed income and diversity of housing stock).*
2. *A healthy and equitable community recognizes the harm created by implicit bias, intolerance and racism and strives to embrace diversity and inclusion by using a racial equity lens to promote anti-racist behaviors and attitudes in all aspects of civic and inter-personal living.*
3. *We value lifelong/ongoing self and group learning and critical social analysis to acknowledge and to further understand the dominance of white culture and privilege throughout US history, and the importance of disrupting racial structures that perpetuate it.*
4. *Becoming anti-racist means that we must tackle our own implicit bias, intolerance and discriminatory lenses - thus, bringing about restorative justice, healing and reconciliation to truly bring together the community we live in.*

5. *All members of the community commit to engaging with good will and respect in order to repair and build healthy relationships.*

Support of this non-binding resolution by Town Meeting will be a further signal to the community of the importance of racial equity in our Town.

MOVED: That the Town will adopt a Resolution to support the Racial Equity Vision Statement and Guiding Principles recommended by the Needham Unite Against Racism Initiative Working Group and approved by the Select Board.

Mr. Oscar E. Mertz III, Needham voter in Precinct I, rose in support of this resolution expressing appreciation for the work put into this Resolution recommended by the Needham Unite Against Racism Initiative Working Group. He advised that this is a work in progress.

ACTION: The main motion to adopt this resolution was presented and carried by unanimous vote.

ARTICLE 49: CITIZENS' PETITION – STORAGE OF RECEPTACLES USED FOR HOUSEHOLD WASTE DISPOSAL PICKUP AT RESIDENTIAL PROPERTIES BY COMMERCIAL VENDORS

To Amend the General Bylaws as Follows:

1. To include, immediately following Section 2.5.1 of the General Bylaws;

Section 2.5.1.1

Storage of Receptacles Used for Household Waste Disposal Pickup at Residential Properties By Commercial Vendors: Except between the hours of 9:00 PM the day before and 9:00 PM on the day of household waste, hereinafter defined, disposal pickup by a commercial waste disposal vendor, hereinafter defined, any and all receptacles of any kind used for such purpose shall be stored at least thirty (30) feet from the abutting paved edge of all public ways or otherwise not visible from a public way within the Town of Needham. For purposes of this article, Household waste shall mean any house dirt, ashes or garbage, recycling or other refuse or garbage, or any grease or bones or any refuse substances from any residential dwelling house of any kind. Commercial waste disposal vendor, for purposes of this article, shall mean any entity whatsoever that, for hire, removes and transports household waste from any residential dwelling house of any kind in the Town of Needham.

To include, immediately following Section 8.2.2.7 of the General Bylaws;

2. Section 8.2.2.7.1

Enforcement of Section 2.5.1 of the General Bylaws

The Enforcement Agents for Section 2.5.1.1 of the General Bylaws: Health Director, Environmental Health Agent, and Chief of Police

Fine Schedule:

First Offense - \$50

Second Offense - \$100

Third Offense - \$200

Fourth and Subsequent Offenses - \$300

THE FOLLOWING RESOLUTION

was offered

In Memory of David Summergrad

WHEREAS: David Summergrad was born in Harlem and raised in Glen Cove, New York. He earned a bachelor's degree in Education from SUNY Binghamton and a master's degree in Education from Northeastern University; and

WHEREAS: David and his wife MaryGrace Miner settled in Needham in 1986 and raised their two daughters, Lisa and Anna, both graduates of Needham High School; and

WHEREAS: David worked for the Wayland Public Schools from 1975 to 2000, as an English teacher and later a technology teacher. During his time in Wayland, he also served as house administrator and department chair and directed numerous plays and musicals. In 2000, David became principal at the John D. Runkle K-8 school in Brookline, where he served until 2009. In the succeeding years he served several interim principalships and taught education at Curry College; and

WHEREAS: David was a founding member of what would become the Needham Diversity Initiative and helped organize the first Annual Diversity Summit in 2012. He founded College Bound at Needham High School, working with a group of volunteers to help students of color and their families navigate the college application process; and

WHEREAS: David ran the New York City marathon 23 times and the Boston Marathon once. He is described as having a wisdom about him that engaged people, and his humble demeanor and witty observations helped encourage collaboration in difficult situations; and

WHEREAS: David served as a member of the School Committee for six years from 1989 to 1991 and from 1994 to 1996, and as a Town Meeting Member from 1989 to 1998;

NOW THEREFORE, be it resolved by this body that the May 1, 2021 Special Town Meeting be dissolved in honor of the many civic and community contributions of David Summergrad to the Town of Needham

ACTION: At 5:19 P.M. on Saturday, May 1, 2021, the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

True copy
TEST:

RECORD OF THE ANNUAL TOWN MEETING Monday, May 3, 2021

Pursuant to a Warrant issued by the Selectmen February 9, 2021 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the Memorial Park Parking Lot, 92 Rosemary Street, Monday, May 3, 2021, at 5:00 o'clock in the afternoon.

The checkers appointed by the Select Board were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 215 voters, including 209 Town Meeting Members, were checked on the list as being present and 41 absent.

The Moderator announced that in the interest of time there would be no opening ceremonies this evening.

The Moderator, Michael K. Fee, called the meeting to order at 5:00 o'clock. He asked Town Meeting Members to join him in honoring our country by saluting the flag and reciting the pledge of allegiance. He then asked Town Meeting members to join him in a moment of silence and reflection and let each of us in our own way seek the spiritual guidance for our work here tonight, and to remember those residents of our Town who have passed away in the past year, especially those who have perished as a result of the COVID-19 pandemic.

The Moderator declared that a quorum is present and requested the Town Clerk to so record.

The call to the meeting and the Officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

ARRANGEMENT OF THE MEETING SPACE

1. You have been admitted to this meeting space because of your status as a Town Meeting Member. The entire space is reserved for Town Meeting Members. Registered voters have a space outside the barrier. The Marshall, Mr. Stephen Jacques, will assist you and enforce the limits of this dedicated space for Town Meeting Members. As always, please wear your badges.
2. Once situated please remain in your seats and do not move your chair. Seats have been arranged with more than sufficient spacing for purposes of observing recommended social distancing.
3. The Needham Board of Health has provided me with guidance on masks. After considering this guidance, I am pleased to offer Town Meeting Members the limited ability to remove their mask, if they choose to do so. First, because you are more than adequately spaced, you have the option to remove your mask while seated. Second, if you move to a microphone, you must wear your mask while traveling to the microphone. Once at the microphone, you may remove your mask to address Town Meeting. Once you are done, however, fasten your mask and return to your seat. At all other times, such as during breaks, traveling to the rest room or exiting, masks must be worn. I will not be wearing a mask because Public Health authorities have deemed my position to be sufficiently distant from others, including the Town clerk. This will allow me to communicate with you more clearly.

- 4 As you know, there are no materials here for distribution and there will be no affirmative presentations under the articles. All presentations from sponsors, other interested parties and the Finance Committee have been posted to the Town's You Tube Channel in advance and it is my sincere hope that you were able to view the presentations, as well as supporting materials that were available on the Town website.
- 5 You may address Town Meeting when recognized by the Moderator. The process for recognition is different and I will discuss them in a moment. Once recognized, please proceed to one of the seven microphones positioned around the meeting space for use by Town Meeting Members. There are two microphones designated for use by registered voters who are recognized by the Moderator. Do not queue up at a microphone. Please do not leave your seat until you are recognized by the Moderator. These are no touch microphones. Please stand back from the microphone and do not touch the microphones or attempt to adjust them. If adjustment is necessary, the Marshal will assist you.
- 6 Restrooms in the building behind me are open and available for your use on a one-at-a-time basis. While there will be some breaks, I encourage you to use the restrooms as needed to alleviate any crowding or queuing during a break.
- 7 We are once again working under some very special and unusual conditions. As with our previous outdoor meetings in 2020, we seek to achieve the twin goals of ensuring your safety and allowing our magnificent institution of representative town meeting to proceed. I ask for your cooperation and your patience.
- 8 Finally, when we complete our work, please exit through the gate you used to enter. We do not want groups forming at the exits. So, with your indulgence, I will dismiss the Meeting one Precinct at a time. Please stay in your seats and listen for your Precinct and when it is called, exit through the gate you used to enter.

At each meeting, we enact rules to govern our proceedings. On Saturday, we enacted rules for the Special Town Meeting. Those rules are no longer in force because that meeting was dissolved. (this is unlike normal times when we hold a Special Town Meeting within an ongoing ATM, we simply adopt the ATM's rules by unanimous consent.) To ensure we have enforceable rules, I must recite them again for this Annual Town Meeting and seek their adoption by unanimous consent. Please bear with me. I will proceed as quickly as possible.

1. Please rise to be recognized and raise your hand and you may call out "Mr. Moderator." I will do my best, but given the dispersion and distance, I will likely point to you and recognize you perhaps by referring to the color of the article of clothing you are wearing. When a Member is recognized by the Moderator, proceed to the microphone nearest you and announce yourself by stating your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise or raise their hand or say "Mr. Moderator" please inform me so that appropriate accommodation may be made. During discussion, the Marshal will act as a spotter for me, helping me identify Town Meeting Members who wish to be recognized.

Anyone entering or exiting the meeting area, for example to use the rest rooms, while we are in session must use care not to disrupt the session.

Please silence all cell phones and other electronic devices. **(Please check this status now!)** In addition, please consider putting these devices away entirely while we are in session so you may devote your full attention to our important work unless of course you have downloaded a document or the warrant on your device.

No firearms or weapons may be brought into the meeting space except by law enforcement personnel.

The prohibition on the wearing of hats at our meetings at James Hugh Powers Hall is not in effect. (Point)

Members, non-member speakers and all attendees must observe our rules of practice and civility. A speaker will be ruled out of order who refers to individuals or personalities or in the judgment of the Moderator, exceeds the bounds of civility. Please remember that we are ONE community and ONE Town Meeting with one common goal; the best interests of our town.

All commentary, remarks and inquiries must be addressed to the Moderator as Chair of the Meeting.

Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.7 of the Needham General By-Laws.

Blank forms for lengthy motions are available from Town Counsel and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, particularly with regard to zoning articles, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

Special Note on zoning articles. Zoning is complex and the subject of much effort prior to Town Meeting. As discussed in the Moderator's Memorandum to Town Meeting Members in connection with this Special Town Meeting and consistent with the rules adopted for the Annual Town Meeting, anyone who wishes to tender an amendment to a zoning article must confer in advance with the Planning Board, and necessary Town Counsel and the Moderator to address questions if possible, work with the Planning Board to address wording and impact of any amendments.

Short motions to amend and procedural motions need not be in writing.

Parliamentary motions such as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

Limits on debate shall be enforced by the Moderator.

Questions asked for general informational purposes unrelated to the matter under consideration by the Meeting shall be ruled out of order.

14. As stated in the Moderator's Memorandum to Town Meeting Members, this meeting is being livestreamed and ultimately televised through the good efforts of the Needham Channel. Any inappropriate conduct involving the live coverage or cameras shall be deemed to be out of order, addressed swiftly and definitively by the Moderator.

15. I seek unanimous consent to adopt the following rules of practice concerning debate:

For this meeting only, no affirmative presentations by proponents of articles, other interested parties and the Finance Committee, information having been published in advance on the town website.

An Article will be called by its number and the corresponding Main Motion will be placed on the floor by the Moderator for discussion by the Meeting.

Time limits for discussion: Town Meeting Members, non-TMMS, visitors other than attorneys:
(5 min. all-inclusive per article).

Responsive remarks by sponsors, the Select Board, the Finance Committee and other Town Boards or Departments **(5 minutes per response)**

Hearing no objection, the Moderator finds unanimous consent that the rules of procedure and practice concerning debate as described by the Moderator are voted and adopted and the Town Clerk will so record.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

The Moderator noted that there are no changes in the main affirmative motions.

The Moderator announced that the proponents no longer have an interest in any articles in the Annual Town Meeting warrant.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called, and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator noted that Article 1 was the Annual Town Election and has already been disposed of and there are no Committee reports under Article 2. The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 3. No Town Meeting Members responded with "question" or "debate" to Article 4. The Moderator then called the above-mentioned article by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said article and the vote thereunder is as follows:

ARTICLE 4: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2022 beginning on July 1, 2021 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½; or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2022 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Department of Public Works	\$250,000
School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000
Aging Services Programs	Health and Human Services Department	\$90,000

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with MGL Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Select Board and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting.

MOVED: That if the Town will vote to fix the maximum amount that may be spent during fiscal year 2022 beginning on July 1, 2021 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½; or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2022 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
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School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000
Aging Services Programs	Health and Human Services Department	\$90,000

ACTION: So voted by unanimous consent

At this time the Moderator proceeded with the remaining articles in the warrant.

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees. The Moderator announced that there were no reports submitted under Article 2.

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2021, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$74,419
Town Clerk with 6 years of service in that position	\$110,634 ⁽¹⁾
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$8,851, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$71,775. The annual salary of \$110,634 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$11,489. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$16,085; or take any other action relative thereto.

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Select Board have remained unchanged since 1977.

MOVED: That the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2021, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$74,419
Town Clerk with 6 years of service in that position	\$110,634 ⁽¹⁾
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

In addition, such compensation shall also include payment of longevity in the amount of \$8,851, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed \$71,775. The annual salary of \$110,634 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$11,489. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$16,085; or take any other action relative thereto.

Holly Anne Clarke (Precinct D) stated that she watched the presentation of the Finance Committee and the Select Board and noted the increase for Police and others. She expressed concern that the Town Clerk was not receiving an increase this year after conducting at least three elections during the COVID-19 pandemic.

Danial P. Matthews, member, Select Board advised that it has been a very tough year for the Town and there have been many stresses. The town has bargained with our units and some were approved. The Clerk's position is a management position and the leadership received no general increases for the coming fiscal year.

Doug H. Fox (Precinct F) rose and stated that we need active people running for town.

ACTION: the main motion was presented and carried by unanimous vote.

ARTICLE 4: was passed by unanimous consent at the beginning of this Annual Town Meeting.

Mr. Ilan Barzilay (Precinct H) rose to request that Article 7 be discussed prior to Articles 5 and 6. Mr. Barzilay moved to postpone Articles 5 and 6 to a time certain immediately following action on Article 5 and 6.

Mr. Daniel P Matthews, Member, advised the Select Board has significant concerns with Article 7 and feels it should not preclude other discussions.

Mr. Barry S. Pollack (Precinct J) rose in support of discussing Article 7 first. He indicated that he is in support of whatever makes it easier for the residents.

Mr. Barzilay's motion to postpone to a time certain was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented but failed to pass on a voice vote declared by the Moderator.

ARTICLE 5: AMEND ZONING BY-LAW – HIGHWAY COMMERCIAL 1 ZONING DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

Amend Section 2.1, Classes of Districts, by adding the following term and abbreviation under the subsection Industrial:

"HC-1 -- Highway Commercial 1"

Amend Section 3.2, Schedule of Use Regulations, by adding a new Section 3.2.7 as follows:

“3.2.7 Uses in the Highway Commercial 1 District

3.2.7.1 Permitted Uses

The following uses are permitted within the Highway Commercial 1 District as a matter of right:

- (a) Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.
- (b) Public parks and playgrounds, municipal buildings or uses.
- (c) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where each establishment contains 5,750 square feet or less of floor area and where all items for sale or rent are kept inside a building.
- (d) Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.
- (e) Craft, consumer or commercial service establishment dealing directly with the general public.
- (f) Laundry or dry-cleaning pick-up station with processing done elsewhere.
- (g) Professional, business or administrative office, but not including any of the following: a medical clinic or Medical Services Building or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals (hereinafter “Group Practices”) or physical therapy, alternative medicine practices, wellness treatments, including but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. “Professional” shall include professional medical, surgical, psychiatric, dental, orthodontic or psychologist practice by a group of two or fewer such professionals (“Non-group Practice”).
- (h) Bank or Credit Union.
- (i) Medical Laboratory or laboratory engaged in scientific research and development and/or experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.
- (j) Radio or television studio.
- (k) Light non-nuisance manufacturing, including, but not limited to, the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fuses, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.
- (l) Telecommunications facility housed within a building.
- (m) Other customary and proper accessory uses incidental to lawful principal uses. Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Select Board in accordance with Section 6.9.
- (n) More than one building on a lot.
- (o) More than one use on a lot.

3.2.7.2 Uses Permitted by Special Permit

The following uses are permitted within the Highway Commercial 1 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as it may require:

- (a) Light-rail train station.
- (b) Adult day care facility.
- (c) Private school, nursery, or kindergarten not otherwise classified under Section 3.2.7.1 (a).
- (d) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where any establishment contains more than 5,750 but less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

(e) Equipment rental service but not including any business that uses outside storage.

(f) Grocery store provided it does not exceed 10,000 square feet of floor area.

(g) Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting and/or boarding of animals.

(i) Indoor athletic or exercise facility or personal fitness service establishment, which may include outdoor pool(s) associated with such facilities.

(j) External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.7.1(h) hereof.

(k) Group Practices as defined in Section 3.2.7.1(g) and alternative medicine practices, physical therapy, and wellness treatments facilities including, but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. Such uses may have customary and proper accessory uses incidental to the lawful principal uses, including but not limited to, pharmacies.

(l) Live performance theater, bowling alley, skating rink, billiard room, and similar commercial amusement or entertainment places.

(m) Apartment or multi-family dwelling provided that (1) the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3, (2) no more than 240 dwelling units shall be permitted in the Highway Commercial 1 District, (3) at least 40% but not more than 70% of all dwelling units within any project shall be one-bedroom units, and (4) at least 12.5% of all dwelling units shall be Affordable Units as regulated in Section 6.12.”

Amend Section 4.7.1, Specific Front Setbacks, by deleting the following provisions:

“(b) On the easterly side of Gould Street from Highland Avenue northerly to land of the New York, New Haven and Hartford Railroad Company, there shall be a fifty (50) foot building setback line;

(c) On the northerly side of Highland Avenue from Gould Street northeasterly to the property of the Commonwealth of Massachusetts, there shall be a fifty (50) foot building setback line.”

Amend Section 4.10, Dimensional Regulations for Industrial-1 District, by deleting Section 4.10.4, which refers to Section 4.7.1 (b) and (c).

Amend Section 4, Dimensional Regulations, by adding a new Section 4.11 Dimensional Regulations for Highway Commercial Districts as follows:

“4.11 Dimensional Regulations for Highway Commercial Districts

4.11.1 Highway Commercial 1

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.) (1)	Side Setback (Ft.) (1) (3)	Rear Setback (Ft.) (1) (3)	Maximum Height (Ft.) (1)	Maximum Stories (1)	Maximum Lot Coverage (2) (4)	Floor Area Ratio (5) (6)
0,000	100	5	10	10	56	4	65%	0.70

(1) a. All buildings shall be limited to a height of 56 feet and four stories, except that buildings within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and buildings within 200 feet of Gould Street shall be limited to a height of 35 feet and 2 ½ stories as-of-right. If the height of a building is increased above the height of 35 feet, the front setback shall be increased to 15 feet and the side and rear setbacks to 20 feet except that, along the MBTA right-of-way the side and rear yard setbacks shall be 10 feet.

b. By Special Permit from the Planning Board, the maximum height of a building may be increased to 3 stories and 42 feet within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and within 200 feet of Gould Street. By Special Permit from the Board, the maximum height of a building may be further increased to the following limits: 5 stories and 70 feet

provided the building is not located within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. or within 200 feet of Gould Street.

c. (i) The line from which the 200-foot setback from Highland Avenue referred to in paragraphs a. and b. above shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly $N63^{\circ}56'51''E$ by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bound/drill hole, then continues on the same northeasterly course an additional 330.54 feet for a total distance from the first mentioned bound of 700 feet. Reference is made to a plan entitled "Plan of Land Gould Street, Needham, MA", prepared by Andover Engineering, Inc., dated July 27, 2000, last revised September 20, 2001, recorded in the Norfolk County Registry of Deeds as Plan No. 564 of 2001, Plan Book 489. (ii) The line from which the 50-foot landscaped setback from Highland Avenue referred to in paragraph d. below shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly $N63^{\circ}56'51''E$ by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bound/drill hole. If the 1980 State Highway Alteration along Highland Avenue is superseded by a subsequent State Highway Alteration, the 50-foot landscaped setback from Highland Avenue shall be measured from the newly-established street line.

d. Buildings and structures abutting Highland Avenue for the distance described in subsection (1) c. (ii) above and/or abutting Highland Avenue as it continues southwesterly to the intersection with Gould Street and/or abutting Gould Street shall be set back at least 50 feet from said streets. Buildings and structures abutting the layout of Route 128/95 beyond said Highland Avenue distance from stone bound to stone bound shall be set back at least 20 feet from said Route 128/95 layout. Notwithstanding the location or height of any building and structures, the required 50-foot or 20-foot setback shall be a landscaped, vegetative buffer area, which shall be required along the aforementioned street frontages and said layout in order to screen the development. Driveway openings, sidewalks, walkways and screened mechanical equipment shall be permitted in the buffer area.

e. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

f. For purposes of clarity, the required building setbacks and allowed envelopes (including setbacks) for allowance of additional height above 35 feet for the as-of right circumstance and 42 feet for the special permit circumstance are shown on figures 1 and 2 below.

Figure 1:

SPECIAL PERMIT ZONING SETBACKS



AS OF RIGHT ZONING SETBACKS



- #### 4.11.2 Supplemental Dimensional Regulations

- (1) Notwithstanding Section 3.2.7.1(m) and any other provision of this Section 4.11 to the contrary, a parking garage, even if it is for an as-of-right development, may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet and may not be located within 250 feet of Highland Avenue or the extension of the right-of-way line described in Section 4.11.1 (1) c. (i) or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board. For purposes of clarity the height, coverage and location requirements for the as-of-right and special permit parking garage circumstance are shown on figure 3 below.
- (2) Parking structures may have an active ground floor use, such as retail, office, institutional, or display. Structured parking must be located at least 20 feet from adjacent buildings but may be attached to the building it is servicing if all fire and safety requirements are met.
- (3) Maximum uninterrupted facade length shall be 200 feet.
- (4) All setback, height, and bulk requirements applicable to this Section 4.11 are contained in this Section and no additional requirements occasioned by this district abutting Route 128/95's SRB district shall apply.

PARKING GARAGE LOCATION

Figure 3: Aerial map showing the proposed parking garage location (indicated by a red outline) and the surrounding residential area. The map includes labels for "PARKING GARAGE" and "RESIDENTIAL DEVELOPMENT".

2020 CH2M HILL ARCHITECT

HIGHWAY COVERED VALLEY ZONING DISTRICT PLANNING
MAY 2016

In approving any special permit under Section 3.2.7.2 and/or Section 4.11, or for any project proceeding under the Highway Commercial district provisions which constitute a Major Project under Section 7.4.2, the Planning Board shall consider the following design guidelines for development: (a) The proposed development should provide or contribute to providing pedestrian and neighborhood connections to surrounding properties, e.g., by creating inviting buildings or street edge, by creating shared publicly accessible green spaces, and/or by any other method deemed appropriate by the Planning Board; (b) Any parking structure should have a scale, finish and architectural design that is compatible with the new buildings and which blunts the impact of such structures on the site and on the neighborhood; (c) The proposed development should encourage creative design and mix of uses which create an appropriate aesthetic for this gateway to Needham, including but not limited to possible use of multiple buildings to enhance the corner of Highland Avenue and Gould Street, possible development of a landscape feature or park on Gould Street or Highland Avenue, varied façade treatments, streetscape design, integrated physical design, and/or other elements deemed appropriate by the Planning Board; (d) The proposed development should promote site features and a layout which is conducive to the use proposed; (e) The proposed development should incorporate as many green building standards as practical, given the type of building and proposed uses; (f) The proposed development should be designed and conditioned to reduce or mitigate adverse impacts on adjacent properties or the surrounding area such as those resulting from excessive traffic congestion or excessive demand for parking; and (g) The proposed development shall include participation in a transportation demand management program to be approved by the Planning Board as a traffic mitigation measure, including but not limited to, membership and participation in an integrated or coordinated shuttle program.”

- *Any mixed-use building in the Neighborhood Business District (NB) with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. Any building in the Highway Commercial 1 District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. The requirements detailed in paragraphs (a) thru (i) below shall apply to a development that includes affordable units in the Neighborhood Business District. The requirements detailed in paragraphs (a), (c), (d), (e), (f), (g), and (h) below shall apply to a development that includes affordable units in the Highway Commercial 1 District."

- 82

1. Amend Section 7.7.2.2, Authority and Specific Powers (of Design Review Board) by adding after the words "Industrial-1 District," in the first sentence of the second paragraph, the words "Highway Commercial 1 District,".

or take any other action relative thereto.

Article 5 Information: Following the rezoning of the New England Business Center to establish Needham Crossing and with a parallel review of the Mixed Use 128 area near Wexford Street, the Council of Economic Advisors (CEA) also considered the industrial uses on the southern side of Route 128. The CEA, which was created by the Select Board to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, undertook a review of all Industrial Zoning Districts in late 2013, and, after focusing its efforts on three different areas along Route 128, held public meetings with residents, neighbors, public officials, businesses and landowners in 2014 about potential zoning initiatives. As requested during those discussions, the CEA obtained a build-out analysis, a traffic impact report based on that analysis, and elevation drawings to better understand the impact of any proposed development. After examining the results of those reports, the CEA in 2017 reached out again to the various stakeholder groups and presented its preliminary recommendations to upgrade the zoning adjacent to Route 128 in order to make these areas more economically competitive. The CEA then presented its recommendations to the Select Board in January 2018. The Planning Board and Select Board, having reviewed the proposals from the CEA, determined in 2018 to move forward on only one area: the area circumscribed by Route 128, Highland Avenue, Gould Street, and the MBTA right-of-way. A land use study was completed and a rezoning plan for the noted area was then developed and presented to the October 2019 Special Town Meeting where it received a majority vote but fell short of the 2/3 vote required for passage. Concerns with the overall density profile, traffic impact, use profile and lack of sustainable development principles were noted by Town Meeting members.

In response to input received at the October 2019 Special Town Meeting, a Town-wide Community meeting was held in January 2020 with residents, neighbors, public officials, businesses and landowners to further develop and refine the Town's overall land use goals and strategy for the district. Additionally, a working group comprising representatives from the Planning Board, Select Board, Finance Committee, and Council of Economic Advisors was established to review the policy objectives of the district and to offer strategies to address the concerns raised at both the October 2019 Special Town Meeting and the January 2020 Community meeting. The working group commissioned an updated traffic study of the district to determine the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. 3D modeling and an updated fiscal impact analysis of the district were completed once the density and use profile of the district were finalized consistent with the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. A revised zoning and land use plan were then prepared which initiative is now expressed in the regulatory framework detailed in this article.

Briefly, the following six modifications have been made from the 2019 rezoning proposal to the current 2021 proposal as follows: (1) The overall density of development within the district has been reduced. Specifically, the as-of-right floor area ratio (FAR) has been reduced from 1.0 to .70 and the special permit FAR has been reduced from 1.75 to 1.35. (2) The maximum building height within the district has been reduced by one story for both the as-of-right and special permit condition. (3) The building setback distance along Gould Street and Highland Avenue has been increased from 20 feet to 50 feet. The noted 50-foot setback area is required to be a landscaped buffer area designed to screen the development from the street. (4) The required open space on the lot has been increased from 20 percent to 25 percent. (5) Permitted uses within the district have been expanded to include multi-family dwellings with an affordable housing requirement of 12.5 percent. (6) The special permit criteria for permit issuance has been expanded to include green building standards. The proposed use and dimensional changes to this area, to be rezoned Highway Commercial 1 (HC1"), are detailed below.

The amendments to Section 3.2 detail the uses allowed by right and those by special permit. In addition, by listing the uses rather than using the current table of uses, the uses can be clarified and brought up to date. Key changes to the use listing include allowing up to 240 units of multi family dwelling units; allowing greater retail by special permit for more than 5,750 sq. ft. and less than 10,000 sq. ft. (current limit 5,700 sq. ft.); allowing grocery stores of up to 10,000 square feet by special permit; clarifying medical services allowed by right and by special permit (as was done in the Needham Crossing zoning); standardizing the medical laboratory and research and development defined uses; allowing by right more than one use on more than one building on a lot; changing theaters, bowling alleys, skating rinks, billiard rooms and similar commercial amusement or entertainment places from by right to special permit; deleting indoor movie theaters from allowed uses; precluding single family detached dwellings from allowed uses; and precluding certain industrial uses in the district including, inter alia, commercial garages, contractor's yards, lumber or fuel establishments, medical clinics, and previously allowed warehousing, manufacturing and industrial services. The purpose of the use changes are: (1) to ensure that uses allowed by right or by special permit will maximize the economic value of redevelopment to the Town; (2) to ensure that the permitted uses within the district are consistent with the Town's land use goals for this gateway location and the Highland Avenue Corridor; and (3) to subject certain uses presently allowed by right to the special permit process so that they may be properly vetted by the permit granting authority to impacts and mitigation.

The amendments to Section 4 would create the dimensional requirements for the new Highway Commercial 1 zone. The proposal under the new Section 4.11 establishes height restrictions for the district based upon measured distance from Gould Street and Highland Avenue. For the as-of-right circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 35 feet and 2 ½ stories and beyond 200 feet to a maximum height of 56 feet and 4 stories. For the special permit circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 42 feet and 3 stories and beyond 200 feet to a maximum height of 70 feet and 5 stories. (The current zoning allows 30 feet or two stories.) The proposal would change the front setback to 5 feet for all ways internal to the site such as TV Place. This 5-foot front setback is applicable across the district unless the building height exceeds 35 feet, in which case the front setback increases to 15 feet, or the building sits on Highland Avenue or Gould Street, where a 50-foot landscaped vegetative buffer is proposed or along the layout of Route 95/128 where a 20-foot landscaped vegetative buffer is proposed. (Current front setback is 20 feet

except along Gould and Highland where a 50-foot building setback and landscape buffer is imposed.) The side and rear setback would change to 10 feet unless the building height exceeds 35 feet, in which case the setback is increased to 20 feet for all side and rear setbacks not abutting the MBTA right-of-way. (The current side setback is 20 feet and the current rear setback is 10 feet). For informational purposes, the required building setbacks and allowed envelopes (including setbacks) for additional height above 35 feet are shown as Figure 1 for the as-of-right condition and as Figure 2 for the special permit condition in the zoning article.

The new zoning creates a maximum lot coverage requirement of 65% and an open space requirement of a minimum of 25%. (The current zoning contains no such requirements.) Changes are also proposed to the maximum FAR; a maximum FAR by right would be .70; the FAR may be increased up to 1.35 by special permit provided certain findings are made. The amendment clearly sets out the specific factors which will allow the exercise of the Board's special permit granting authority. The proposed zoning also sets out the maximum uninterrupted facade length that is allowed—200 feet. (The current zoning allows a FAR of only 0.5 and in very limited special circumstances 0.65-0.75.)

Finally, the new zoning restricts the bulk, height and location of a parking garage, even if it is for an as-of-right development. A parking garage may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet nor may it be located within 250 feet of Highland Avenue or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board. For informational purposes, the required bulk, height and location requirements of a parking garage under both the as-of-right and special permit condition are shown as figure 3 in the zoning article.

Based on the build-out analysis, traffic report, dimensional analysis, consultant findings and information, and meeting testimony, the Planning Board confirmed that certain dimensional requirements, including front setback, height, floor area ratio, and side setbacks, and use requirements were constraining development under the current zoning rules and, given the properties' regionally prime commercial location along Route 128, is significantly underperforming economically, to the detriment of the Town. Further the Board found that the current industrial district zoning at the property was not reflective of the Town's land use policy goals for this gateway location and that a conversion to a mixed-use district consistent with the land use profile of the remainder of the Highland Avenue corridor was warranted. With rezoning, in time, this area should attract significant high value redevelopment consistent with the Town's land use objectives, which will be overseen by the Planning Board under its site plan review and special permit obligations.

MOVED: That the Town will vote to amend the Needham Zoning By-Law as follows:

1. Amend Section 2.1, Classes of Districts, by adding the following term and abbreviation under the subsection Industrial:

“HC-1 -- Highway Commercial 1”

2. Amend Section 3.2, Schedule of Use Regulations, by adding a new Section 3.2.7 as follows:

“3.2.7 Uses in the Highway Commercial 1 District

3.2.7.1 Permitted Uses

The following uses are permitted within the Highway Commercial 1 District as a matter of right:

- (a) Uses exempt from local zoning control pursuant to M.G.L. Chapter 40A, Section 3.
- (b) Public parks and playgrounds, municipal buildings or uses.
- (c) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where each establishment contains 5,750 square feet or less of floor area and where all items for sale or rent are kept inside a building.
- (d) Manufacturing clearly incidental and accessory to a retail use on the same premises and the product is customarily sold on the premises.
- (e) Craft, consumer or commercial service establishment dealing directly with the general public.
- (f) Laundry or dry-cleaning pick-up station with processing done elsewhere.
- (g) Professional, business or administrative office, but not including any of the following: a medical clinic or Medical Services Building or medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices comprised of three or more such professionals (hereinafter “Group Practices”) or physical therapy, alternative medicine practices, wellness treatments, including but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. “Professional” shall include professional medical, surgical, psychiatric, dental, orthodontic or psychologist practice by a group of two or fewer such professionals (“Non-group Practice”).
- (h) Bank or Credit Union.

(i) Medical Laboratory or laboratory engaged in scientific research and development and/or experimental and testing activities including, but not limited to, the fields of biology, genetics, chemistry, electronics, engineering, geology, medicine and physics, which may include the development of mock-ups and prototypes.

(j) Radio or television studio.

(k) Light non-nuisance manufacturing, including, but not limited to, the manufacture of electronics, pharmaceutical, bio-pharmaceutical, medical, robotic, and micro-biotic products, provided that all resulting cinders, dust, flashing, fumes, gases, odors, smoke, noise, vibration, refuse matter, vapor, and heat are effectively confined in a building or are disposed of in a manner so as not to create a nuisance or hazard to safety or health.

(l) Telecommunications facility housed within a building.

(m) Other customary and proper accessory uses incidental to lawful principal uses. Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Select Board in accordance with Section 6.9.

(n) More than one building on a lot.

(o) More than one use on a lot.

3.2.7.2 Uses Permitted by Special Permit

The following uses are permitted within the Highway Commercial 1 District upon the issuance of a Special Permit by the Special Permit Granting Authority under such conditions as it may require:

(a) Light-rail train station.

(b) Adult day care facility.

(c) Private school, nursery, or kindergarten not otherwise classified under Section 3.2.7.1 (a).

(d) Retail establishment (not including grocery stores) or combination of retail establishments serving the general public where any establishment contains more than 5,750 but less than 10,000 square feet of floor area and where all items for sale or rent are kept inside a building.

(e) Equipment rental service but not including any business that uses outside storage.

(f) Grocery store provided it does not exceed 10,000 square feet of floor area.

(g) Eat-in or take-out restaurant or other eating establishment except that a lunch counter incidental to a primary use shall be permissible by right.

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting and/or boarding of animals.

(i) Indoor athletic or exercise facility or personal fitness service establishment, which may include outdoor pool(s) associated with such facilities.

(j) External automatic teller machine, drive-up window or auto-oriented branch bank accessory to a bank or credit union permitted under Section 3.2.7.1(h) hereof.

(k) Group Practices as defined in Section 3.2.7.1(g) and alternative medicine practices, physical therapy, and wellness treatments facilities including, but not limited to, acupuncture, yoga, chiropractic and/or nutrition services. Such uses may have customary and proper accessory uses incidental to the lawful principal uses, including but not limited to, pharmacies.

(l) Live performance theater, bowling alley, skating rink, billiard room, and similar commercial amusement or entertainment places.

(m) Apartment or multi-family dwelling provided that (1) the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3, (2) no more than 240 dwelling units shall be permitted in the Highway Commercial 1 District, (3) at least 40% but not more than 70% of all dwelling units within any project shall be one-bedroom units, and (4) at least 12.5% of all dwelling units shall be Affordable Units as regulated in Section 6.12."

Amend Section 4.7.1, Specific Front Setbacks, by deleting the following provisions:

“(b) On the easterly side of Gould Street from Highland Avenue northerly to land of the New York, New Haven and Hartford Railroad Company, there shall be a fifty (50) foot building setback line;

(c) On the northerly side of Highland Avenue from Gould Street northeasterly to the property of the Commonwealth of Massachusetts, there shall be a fifty (50) foot building setback line.”

4. Amend Section 4.10, Dimensional Regulations for Industrial-1 District, by deleting Section 4.10.4, which refers to Section 4.7.1 (b) and (c).
5. Amend Section 4, Dimensional Regulations, by adding a new Section 4.11 Dimensional Regulations for Highway Commercial Districts as follows:

“4.11 Dimensional Regulations for Highway Commercial Districts

4.11.1 Highway Commercial 1

Minimum Lot Area (Sq. Ft.)	Minimum Lot Frontage (Ft.)	Front Setback (Ft.)	Side Setback (Ft.)	Rear Setback (Ft.)	Maximum Height (Ft.)	Maximum Stories	Maximum Lot Coverage	Floor Area Ratio (5) (6)
		(1)	(1) (3)	(1) (3)	(1)	(1)	(2) (4)	
20,000	100	5	10	10	56	4	65%	0.70

- (1) a. All buildings shall be limited to a height of 56 feet and four stories, except that buildings within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and buildings within 200 feet of Gould Street shall be limited to a height of 35 feet and 2 ½ stories as-of-right. If the height of a building is increased above the height of 35 feet, the front setback shall be increased to 15 feet and the side and rear setbacks to 20 feet except that, along the MBTA right-of-way the side and rear yard setbacks shall be 10 feet.

b. By Special Permit from the Planning Board, the maximum height of a building may be increased to 3 stories and 42 feet within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. and within 200 feet of Gould Street. By Special Permit from the Board, the maximum height of a building may be further increased to the following limits: 5 stories and 70 feet provided the building is not located within 200 feet of Highland Avenue or the extension of the right-of-way line as described below in paragraph c. or within 200 feet of Gould Street.

c. (i) The line from which the 200-foot setback from Highland Avenue referred to in paragraphs a. and b. above shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly N63°56'51"E by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bound/drill hole, then continues on the same northeasterly course an additional 330.54 feet for a total distance from the first mentioned bound of 700 feet. Reference is made to a plan entitled "Plan of Land Gould Street, Needham, MA", prepared by Andover Engineering, Inc., dated July 27, 2000, last revised September 20, 2001, recorded in the Norfolk County Registry of Deeds as Plan No. 564 of 2001, Plan Book 489. (ii) The line from which the 50-foot landscaped setback from Highland Avenue referred to in paragraph d. below shall be measured is that line which starts at the point of curvature on Highland Avenue at Gould Street marked by a stone bound/drill hole (SB/DH) and runs northeasterly N63°56'51"E by the Highland Avenue 1980 State Highway Alteration 361.46 feet to a stone bound/drill hole. If the 1980 State Highway Alteration along Highland Avenue is superseded by a subsequent State Highway Alteration, the 50-foot landscaped setback from Highland Avenue shall be measured from the newly-established street line.

d. Buildings and structures abutting Highland Avenue for the distance described in subsection (1) c. (ii) above and/or abutting Highland Avenue as it continues southwesterly to the intersection with Gould Street and/or abutting Gould Street shall be set back at least 50 feet from said streets. Buildings and structures abutting the layout of Route 128/95 beyond said Highland Avenue distance from stone bound to stone bound shall be set back at least 20 feet from said Route 128/95 layout. Notwithstanding the location or height of any building and structures, the required 50-foot or 20-foot setback shall be a landscaped, vegetative buffer area, which shall be required along the aforementioned street frontages and said layout in order to screen the development. Driveway openings, sidewalks, walkways and screened mechanical equipment shall be permitted in the buffer area.

e. Structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air conditioning equipment, solar or photovoltaic panels, elevator housings, skylights, cupolas, spires and the like may exceed the maximum building height provided that no part of such structure shall project more than 15 feet above the maximum allowable building height, the total horizontal coverage of all of such structures on the building does not exceed 25 percent, and all of such structures are set back from the roof edge by a distance no less than their height. The Planning Board may require screening for such structures as it deems necessary. Notwithstanding the above

height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof.

f. For purposes of clarity, the required building setbacks and allowed envelopes (including setbacks) for allowance of additional height above 35 feet for the as-of right circumstance and 42 feet for the special permit circumstance are shown on figures 1 and 2 below.

Figure 1:



Figure 2:



- (2) Maximum lot coverage shall be 65% for all projects. However, if a project is designed such that at least 65% of the required landscaped area immediately abuts at least 65% of the required landscaped area of an adjoining project for a distance of at least 50 feet, the maximum lot coverage may be increased to 75%.
- (3) No side or rear yard setback is required for shared parking structures between adjoining properties, but only on one side of each lot, leaving the other side or rear yards open to provide access to the interior of the lot.

- (4) A minimum of 25% of total lot area must be open space. The open space area shall be landscaped and may not be covered with buildings or structures of any kind, access streets, ways, parking areas, driveways, aisles, walkways, or other constructed approaches or service areas. Notwithstanding the preceding sentence, open space may include pervious surfaces used for walkways and patios. (Pervious surfaces shall not preclude porous pavement, porous concrete, and/or other permeable pavers.)
- (5) A floor area ratio of up to 1.35 may be allowed by a special permit from the Planning Board. In granting such special permit, the Planning Board shall consider the following factors: the ability of the existing or proposed infrastructure to adequately service the proposed facility without negatively impacting existing uses or infrastructure, including but not limited to, water supply, drainage, sewage, natural gas, and electric services; impact on traffic conditions at the site, on adjacent streets, and in nearby neighborhoods, including, but not limited to, the adequacy of the roads and intersections to safely and effectively provide access and egress; the environmental impacts of the proposal; and the fiscal implications of the proposal to the Town. In granting a special permit, the Planning Board shall also consider any proposed mitigation measures and whether the proposed project's benefits to the Town outweigh the costs and adverse impacts, if any, to the Town.
- (6) The calculation of floor area in determining floor area ratio shall not include parking areas or structures but shall include such active ground floor uses, such as retail, office, institutional, or display as are allowed by Section 4.11.2 (2).

4.11.2 Supplemental Dimensional Regulations

- (1) Notwithstanding Section 3.2.7.1(m) and any other provision of this Section 4.11 to the contrary, a parking garage, even if it is for an as-of-right development, may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet and may not be located within 250 feet of Highland Avenue or the extension of the right-of-way line described in Section 4.11.1 (1) c. (i) or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board. For purposes of clarity the height, coverage and location requirements for the as-of-right and special permit parking garage circumstance are shown on figure 3 below.
- (5) Parking structures may have an active ground floor use, such as retail, office, institutional, or display. Structured parking must be located at least 20 feet from adjacent buildings but may be attached to the building it is servicing if all fire and safety requirements are met.
- (6) Maximum uninterrupted facade length shall be 200 feet.
- (7) All setback, height, and bulk requirements applicable to this Section 4.11 are contained in this Section and no additional requirements occasioned by this district abutting Route 128/95's SRB district shall apply.

Figure 3:



4.11.3 Special Permit Requirements

In approving any special permit under Section 3.2.7.2 and/or Section 4.11, or for any project proceeding under the Highway Commercial district provisions which constitute a Major Project under Section 7.4.2, the Planning Board shall consider the following design guidelines for development: (a) The proposed development should provide or contribute to providing pedestrian and neighborhood connections to surrounding properties, e.g., by creating inviting buildings or street edge, by creating shared publicly accessible green spaces, and/or by any other method deemed appropriate by the Planning Board; (b) Any parking structure should have a scale, finish and architectural design that is compatible with

the new buildings and which blunts the impact of such structures on the site and on the neighborhood; (c) The proposed development should encourage creative design and mix of uses which create an appropriate aesthetic for this gateway to Needham, including but not limited to, possible use of multiple buildings to enhance the corner of Highland Avenue and Gould Street, possible development of a landscape feature or park on Gould Street or Highland Avenue, varied façade treatments, streetscape design, integrated physical design, and/or other elements deemed appropriate by the Planning Board; (d) The proposed development should promote site features and a layout which is conducive to the uses proposed; (e) The proposed development should incorporate as many green building standards as practical, given the type of building and proposed uses; (f) The proposed development should be designed and conditioned to reduce or mitigate adverse impacts on adjacent properties or the surrounding area such as those resulting from excessive traffic congestion or excessive demand for parking; and (g) The proposed development shall include participation in a transportation demand management program to be approved by the Planning Board as a traffic mitigation measure, including but not limited to, membership and participation in an integrated or coordinated shuttle program.”

Amend Section 5.1.3, Parking Plan and Design Requirements, by adding at the end of the second sentence of subsection (j) which reads “Such parking setback shall also be twenty (20) feet in an Industrial-1 District” the words “and Highway Commercial 1 District unless a deeper parking setback is required by Section 4.11.”

Amend Section 6.5.1 of Section 6.5 Limited Heliports, by adding after the words “Industrial Districts,” in the first sentence, the words “and in the Highway Commercial 1 District,”.

Amend Section 6.12, Affordable Housing, by revising the first paragraph to read as follows:

“Any mixed-use building in the Neighborhood Business District (NB) with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. Any building in the Highway Commercial 1 District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-law. The requirements detailed in paragraphs (a) thru (i) below shall apply to a development that includes affordable units in the Neighborhood Business District. The requirements detailed in paragraphs (a), (c), (d), (e), (f), (g), and (h) below shall apply to a development that includes affordable units in the Highway Commercial 1 District.”

Amend Section 7.2.5 of Section 7.2 Building or Use Permit, by adding after the words “Industrial-1 District,” in the first sentence, the words “Highway Commercial 1 District,”.

Amend Section 7.4.2 of Section 7.4 Site Plan Review, by adding in the first sentence of the last paragraph, the words “Highway Commercial 1 District,” after the words “Highland Commercial-128,”.

Amend Section 7.7.2.2, Authority and Specific Powers (of Design Review Board) by adding after the words “Industrial-1 District,” in the first sentence of the second paragraph, the words “Highway Commercial 1 District,”.

A motion to discuss Articles 5 and 6 together and vote on separately was offered by Mr. Adam Block, member, Planning Board. However, because Mr. Block is not a current Town Meeting Member, Jeanne S. McKnight, Chair, Planning Board and Town Meeting Member At Large moved to discuss Articles 5 and 6 together and vote on separately. The motion was presented and carried by unanimous vote.

Mr. Barry S. Pollack (Precinct J) offered the following motion to amend Article 5 by:

1. Deleting the number “25%” in Paragraph 5, specifically in the first sentence of 4.11.1(4) and inserting in its place thereof the number “0%”, and inserting at the end of the paragraph a new sentence starting: “To encourage mixed-use development, when considering a special permit the Planning Board can give favorable consideration to mixed—use plans that devote a substantial amount of the floor area, beyond that allowed by right, to (i) dwelling units, and (ii) indoor athletic, exercise, fitness, or skating rink uses that can substantially benefit Needham students and support supplement school programs.”

Mr. Pollack advised that his amendment decreases the Floor Area Ratio, increases the housing component, and increases open space. This would allow space that the YMCA is seeking. He noted that his amendment would increase the setback from 20 feet to 50 feet, reduce the number of stores from 6 to 5 and the FAR from 1.35 to 1.30 which would decrease traffic by 40%. He also asked consideration for a skating rink.

Catherine W. Mertz (Precinct I) offered the first of two motions to amend as follows:

Amend Section 6.12. Affordable Housing.... By replacing the fourth sentence:

The requirements detailed in paragraphs (a), (c), (d), (e), (f), (g) and (h) below shall apply to a development that includes affordable units in the Highway Commercial 1 District”

with

the requirements detailed in paragraphs (a), (d), (e), (f), (g), (h) and (j) below shall apply to a development that includes affordable units in the Highway Commercial 1 District.”

and by adding to Section 6.12 new subsection (j) as follows:

“(j) To create a window of opportunity for households seeking affordable ownership units and to provide rental units affordable for households at a range of incomes, the following provisions shall apply:

(1) In a homeownership project, the affordable unit(s) must be made available to households with annual gross incomes at or below 80% of the area median income (AMI). These unit must be priced for affordability to households having annual gross incomes of not more than 70% of AMI at the time of marketing. The monthly housing costs, inclusive of mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowner's association fees, hazard insurance, and parking must not exceed 30% of the 70% AMI limit for that unit.

(2) In a rental project, the affordable units must be made available to households with annual gross incomes at or below 80% of the area median income (AMI), such that the AMI used for establishing rent and income limits for all the affordable units must average no more than 65% of AMI. Alternatively, at least 50% of such units may have income limits at 50% of AMI and the remaining affordable units may have income limits of 80% AMI.

(3) Affordable rental units are to be priced to be affordable to a household having a gross annual income at the household income limit for that affordable unit. Monthly housing costs, inclusive of rent, utility costs for heat, water, hot water, and electricity, parking, and including access to all amenities that are offered to tenants in the building, must not exceed 30% of the applicable household income limit for the affordable unit. If the utilities are separately metered, they may be paid by the tenant and the maximum allowable rent will be reduced to reflect the tenant's payment of utilities, based on the area's utility allowance for the specific unit size and type, to be secured from the Needham Housing Authority. For a household with a section 8 voucher, the rent and income are to be established by the Needham Housing Authority with the approval of HUD.”

Catherine W. Mertz (Precinct I) offered the second of two motions to amend the main motion under Article 5 Amend Zoning By-Law - Highway Commercial 1 Zoning District by deleting subsection (2) of Section 3.2.7.2 (M) under Paragraph 2, which subsection (2) provides that no more than 240 dwelling units shall be permitted in the Highway Commercial 1 District, and by renumbering the subsequent subsections from (3) and (4) to (2) and (3).

Upon request from Catherine W. Mertz, the Moderator allowed Oscar E. Mertz III, (Precinct I voter) to address these motions to amend. Mr. Mertz advised that these motions to amend address equal justice in Needham's Housing Group. The expansion of affordable housing must be an essential goal. There is a crisis of affordable housing in Greater Boston, and in Needham, and we feel Needham should do its part and provide more quality affordable housing to share the great advantages of our town and move Needham toward greater economic and racial equity. We have witnessed our own housing crisis as teardowns are being replaced by larger homes, leading to rising housing values and a reduction in options for young families to choose Needham and seniors to downsize and stay. We can reverse this trend if we approach the challenge and look for solutions. It is the responsibility of the town's governing bodies to seek opportunities for housing that is affordable and is balanced with other needs of our community. It is also our community's responsibility to begin to make amends for the historic racial exclusion that took place in suburban communities including Needham.

The first amendment proposes to remove the 240 residential unit cap and the second amendment proposes to lower the affordable housing qualifying income threshold from 80% AMI (area median income in the region), to an average of 65% AMI for the required 12.5% of all units developed on the site. The 240-unit cap and the 80% AMI in the current rezoning proposal represent unnecessary restrictions on the quantity of potential affordable housing before a developer can even consider their proposal. Lifting the housing cap increases the likelihood that a future developer will see housing as profitable and thus include it in their proposal - recall that it is not currently required in the rezoning proposal, only allowed by special permit. This offers the added benefit that housing has a much smaller impact on traffic than commercial. Maximizing the likelihood that this space will include housing, by lifting the cap and making it more lucrative to include housing, will also result in a development that has a smaller traffic impact. We believe it is in Needham's and the region's best interest for our town to pursue more housing that is more affordable for more people.

Multi-family housing does mean there is an increase in density but being able to build densely is one way to provide more housing choices at more affordable prices. The town's increasing housing costs are directly connected to the overwhelming proportion of single-family zoning across Needham, and across many other suburban communities. Our single-family housing stock has been part of a decades-long regional trend of skyrocketing housing costs. When smaller single-family homes are replaced with larger homes, this drives the average home price higher at a rate far outpacing the economic capacity of potential buyers. Discussions about affordable and multi-family housing often include concerns about the impact of more school-age children on our schools and the increase in traffic generated by a site's development potential. We agree that the impacts on schools and traffic must be addressed, but the realistic timeframe for a completed development on the Muzi site allows for the town to proactively plan for the impacts and address appropriate mitigation in negotiations with a potential developer so the concerns of the town and citizenry are considered. The amendments we are proposing do not change the fact that developers will still need to present their proposals to the town and address citizens' concerns through careful analysis and compromise. It is not only our responsibility, but in our community's best interest, to undo the historic inequity of suburban single-family zoning. One of Needham's values is being welcoming to all, but our current zoning policy limits us from fulfilling this. By thoughtfully reforming our current zoning and affordable housing policy, we can reverse the trend and find solutions so Needham does not become increasingly less affordable with diminishing economic and racial diversity. We are a desirable community and can become even more accessible if we address the challenges of housing and density as an engaged and welcoming community. This is an opportunity to shift town consciousness to racial equity where it has historically been ignored in mostly white suburbs, and we urge you to focus on this critical issue. Equal Justice in Needham hopes to present you with this incentive to prioritize affordable housing. We believe these two amendments present an opportunity to live up to the higher standard of being a regional trailblazer in making housing affordable and addressing crises of housing and equity and hope you will support these amendments with that wider goal in mind.

The following motion to amend under Article 5 was offered by Stephen Anthony Frail (Precinct G) by:

Deleting the sentence “(e) The proposed development should incorporate as many green building standards as practical, give the type of building and proposed use;” from the paragraph under 4.11.3, and inserting in its place the sentence “The proposed development should be built to the most energy efficient building standards (e.g., stretch building codes) approved by the State of Massachusetts at the time the special permit is requested, regardless of whether the Town of Needham has adopted those standards for town-wide use.”

Stephen Frail (Precinct G) rose in support of his amendment to urge the Town of Needham on any future building be done in the most energy efficient manner.

Mr. Paul S. Alpert, member, advised that the Planning Board voted to oppose all motions to amend and to vote in favor of Articles 5 and 6. The Planning Board has worked on this amendment for years. The number of housing units have been reduced from 350 – 400 units to 240 units.

He agreed with Mr. Mertz that affordable housing units should be town wide and would like Messrs. Mertz and Frail to work with the Planning Board.

Ms. Marianne B. Cooley, Vice Chair, Select Board, advised that there is no developer at this time. When we do have a potential developer, we can work with that individual. The Select Board requests Town Meeting approval of Articles 5 and 6.

Ms. Carol A. Fachetti, Chair, advised that the Finance Committee reviewed the motions to amend and all had a common theme. But these amendments have not been studied like the main motions in Articles 5 and 6. The Finance Committee voted not to support the amendments.

Ms. Lois F. Sockol (Precinct I) rose in support of Articles 5 and 6. She noted that she watched the Planning Board vision of this property for the last seven years. The setback was increased from 20 to 50 feet. The building height was reduced. Open Space has grown from 25 to 30 feet. The 240 housing units include some one-bedroom units so older residents can remain in Needham and young kids can return. She believes these articles address the needs of the town.

James S. Bonasia (Precinct J) rose in support of Barry Pollock's motion to amend. Mr. Bonasia expressed concern with the enormous homes being constructed, the reduction of green space and the lack of an athletic center. We can find agreement.

Mr. Irwin Silverstein (Precinct A) expressed concern with the proposed increased housing and school populations. What is the existing capacity and future enrollments? He questioned the town costs to expand school capacity. Jeanne S. McKnight, Chair, Planning Board, advised that a fiscal impact study evaluated the number of children in Needham. With the addition of 275 Second Avenue, they estimated an additional 38 children who would attend Eliot School or 2 – 3 children per grade.

Mr. Nicholas P. Sterling (Precinct A) rose in opposition to Articles 5 and 6. He expressed concern with the existing business on the property and hopes the three businesses and their rights will not be jeopardized. He also expressed concern that the quality of life for the residents and staff Wingham with increased traffic will not be compromised. He would like the town to be cautious.

Glenn Alan Mulno (Precinct J) advised that traffic has increased due to the add-a-lane on route 95 and is very concerned with traffic. Mr. Mulno supported Mr. Pollack's motion to amend.

Adam J. Block stated that when zoning was first adopted 50 years ago it was very different from today. For example, Wellesley's Boston Sports complex was a special permit.

Jill C. Kahn-Boesel (Precinct I) read a letter from Leigh Doukas who expressed concern and suggested that increased density and traffic will affect the quality of life for residents in this area and urged the town to go slowly and err on the side of caution. She supported Mr. Pollack's motion to amend.

Mr. Maurice “Moe” Handel rose in support of Article 5 and against the amendments. He supports affordable housing and suggested a combination of Articles 5 and 6 and deal with housing separately.

Andrea E. Longo Carter (Precinct C) and member of the School Committee, suggested the School Committee must look at many factors. She urged support of Articles 5 and 6 and opposed the amendments. She also noted that the Town should not overlook revenue. There are three critical school projects to be completed – Emory Grover, Mitchell, and Pollard.

Joan Schockett (voter from Precinct A) suggested Town Meeting either pass the Pollack amendment or refer to further study.

Joseph J. Leghorn (Precinct D) noted that there are issues. The current Zoning By-Law allows warehouses as a matter of right. The Special Permit process allows what can be granted. If Muzi sells next week, a big warehouse can go in. It is best to create zoning in advance. Mr. Leghorn suggested passage of articles 5 and 6. This is better than what we have now.

The following Town Meeting Members rose in support of Articles 5 and 6: Rebecca A. Young (Precinct I), Josephine Ochalla (Precinct I) and Joseph S. Matthews (Precincts I).

Doug H. Fox (Precinct F) rose in support of the amendments and against the main articles 5 and 6. Rebecca Waber (Precinct C) rose in support of the two pro-housing amendments. John P. Kirk (Precinct F) rose in favor of affordable housing.

A motion to move the previous question on all matters on the floor was offered by William R. Dermody. The motion was presented and carried by the required two-thirds vote on a voice vote declared by the Moderator.

Mr. Frail's motion to amend was presented but failed to pass by a majority vote on a voice vote declared by the Moderator.

Ms. Mertz' first motion to amend (income level eligibility) was presented but the Moderator was in doubt. The motion was again presented and failed on a voice vote declared by the Moderator.

Ms. Mertz' second motion to amend (affordable housing cap) was presented but failed to attain a majority vote on a voice vote declared by the Moderator.

Mr. Pollack's motion to amend was presented but failed to attain a majority vote on a voice vote declared by the Moderator.

ACTION: The main motion was presented but the Moderator was in doubt and requested a count by hands. The Hand count was Yes 168 - No 37. The motion passed by the required two-thirds vote on a counted (standing) vote. 168 in favor and 37 opposed.

ARTICLE 6: AMEND ZONING BY-LAW – MAP CHANGE TO HIGHWAY COMMERCIAL 1

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Highway Commercial 1 District all that land now zoned Industrial-1 and lying between the Circumferential Highway, known as Route 128/95 and Gould Street and between the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way and Highland Avenue. Said land is bounded and described as follows:

Beginning at a stone bound on the northerly layout line of Highland Avenue at the intersection of Gould Street as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489; thence turning and running southwesterly, westerly and northwesterly along a radius of 44.00 feet a distance of 80.06 feet to a stone bound on the easterly sideline of Gould Street; thence running northwesterly, northerly, and northeasterly along a curve of radius of 505.00 feet of said sideline of Gould Street a distance of 254.17 feet to a point on the said easterly sideline of Gould Street; thence running N10°49'50"E a distance of 284.29 feet to a point on the said easterly sideline of Gould Street at the intersection of TV Place, a privately owned Right of Way; thence continuing N10°49'50"E a distance of 160.00 feet more or less to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence continuing N10°49'50"E a distance of 84.82 feet to a stone bound located at the intersection of the easterly sideline of Gould Street and the southerly sideline of the M.B.T.A. Right of Way as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence turning and running along said southerly M.B.T.A. Right of Way line northeasterly a distance of 1,219.55 feet as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I, 18430J and 18430H to a point at the intersection of the westerly sideline of the Route 128 Right of Way and said southerly sideline of the M.B.T.A. Right of Way; thence turning and running S4°25'46"E a distance of 292.00 feet to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430H; then turning and running southwesterly along the

Route 128 Right of Way a distance of 484.61 feet to a point; thence turning and running S13°34'58"W a distance of 451.02 feet as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489 to a point; thence turning and running S76°26'41"E a distance of 35.56 feet to a point; thence turning and running S13°34'58"W a distance of 67.34 feet to a point; thence running southwesterly along a curve of radius 245.45 feet a distance of 136.59 feet to a point; thence running southwesterly along a curve of radius 248.02 feet a distance of 38.04 feet to a point; thence running southwesterly along a curve of radius 1180.00 feet a distance of 140.09 feet to a point; thence turning and running S42°43'47"W a distance of 42.52 feet to a stone bound located in the westerly sideline of the Route 128 Right of Way; thence turning and running S63°56'51"W a distance of 361.46 feet to the point of beginning.

Or take any other action relative thereto.

Article Information: Article 6 describes the geographical area proposed to be placed in the new Highway

Commercial 1 zoning district. The affected area is generally bounded on the north by the Massachusetts Bay Transit Authority (M.B.T.A.) commuter railroad right-of-way, on the east by the Circumferential Highway, known as Route 128/95, on the south by Highland Avenue and on the west by Gould Street. The subject land is currently located in the Industrial-1 zoning district.

MOVED: That the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Highway Commercial 1 District all that land now zoned Industrial-1 and lying between the Circumferential Highway, known as Route 128/95 and Gould Street and between the Massachusetts Bay Transit Authority (M.B.T.A.) right-of-way and Highland Avenue. Said land is bounded and described as follows:

Beginning at a stone bound on the northerly layout line of Highland Avenue at the intersection of Gould Street as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489; thence turning and running southwesterly

esterly and northwesterly along a radius of 44.00 feet a distance of 0.06 feet to a stone bound on the easterly sideline of Gould Street; thence running northwesterly, northerly, and northeasterly along a curve of radius of 505.00 feet of said sideline of Gould Street a distance of 254.17 feet to a point on the said easterly sideline of Gould Street; thence running N10°49'50"E a distance of 284.29 feet to a point on the said easterly sideline of Gould Street at the intersection of TV Place, a privately owned Right of Way; thence continuing N10°49'50"E a distance of 160.00 feet more or less to a stone bound shown on a plan recorded at the Norfolk County Registry of Deeds and Court Case No. 18430I; thence continuing N10°49'50"E a distance of 84.82 feet to a stone bound located at the intersection of the easterly sideline of Gould Street and the southerly sideline of the M.B.T.A. Right of Way as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I; thence turning and running along said southerly M.B.T.A. Right of Way line northeasterly a distance of 1,219.55 feet as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430I, 18430J and 18430H to a point at the intersection of the easterly sideline of the Route 128 Right of Way and said southerly sideline of the M.B.T.A. Right of Way; thence turning and running

S4°25'46"E a distance of 292.00 feet to a stone bound as shown on a plan recorded at the Norfolk County Registry of Deeds Land Court Case No. 18430H; then turning and running southwesterly along the Route 128 Right of Way a distance of 484.61 feet to a point; thence turning and running S13°34'58"W a distance of 451.02 feet as shown on a plan recorded at the Norfolk County Registry of Deeds, Plan No. 564 of 2001, Plan Book 489 to a point; thence turning and running S76°26'41"E a distance of 35.56 feet to a point; thence turning and running S13°34'58"W a distance of 67.34 feet to a point; thence running southwesterly along a curve of radius 245.45 feet a distance of 136.59 feet to a point; thence running southwesterly along a curve of radius 248.02 feet a distance of 38.04 feet to a point; thence running southwesterly along a curve of radius 1180.00 feet a distance of 140.09 feet to a point; thence turning and running S42°43'47"W a distance of 42.52 feet to a stone bound located in the westerly sideline of the Route 128 Right of Way; thence turning and running S63°56'51"W a distance of 361.46 feet to the point of beginning.

ACTION: The main motion was presented and carried by the required two-thirds vote on a voice vote declared by the Moderator.

ARTICLE 7: CITIZEN'S PETITION/AMEND ZONING BY-LAW – MAP CHANGE TO SINGLE RESIDENCE B ZONING DISTRICT

To see if the Town will vote to amend the Needham Zoning Bylaw by amending the Zoning Map as follows:

Place in the Single Residence B Zoning District (i) all that land now zoned Single Residence A bounded generally to the northwest by a point at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66, to the northeast by the State Circumferential Highway, to the southeast by Kendrick Street, and to the northwest by Hunting Road; said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58; as well as (ii) all that land now zoned Single Residence A bounded generally to the northwest by Kendrick Street, to the northeast by the State Circumferential Highway, to the southeast by Cheney Street, and to the southwest by Hunting Road, said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on said Map No. 58.

and so much of said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the northeasterly side of Hunting Road at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66; thence running southeasterly along the southwesterly side of the State Circumferential Highway a distance of 1,792.15 feet to Kendrick Street; thence running westerly and northwesterly along the northerly side of Kendrick Street, 328.72 feet to Hunting Road; thence running northwesterly along the northeasterly line of Hunting Road, 1,359.60 feet, to the point of beginning.

and so much of said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the southerly side of Kendrick Street, at the intersection with Hunting Road, thence running westerly 250.08 feet to the southwesterly side of the State

Circumferential Highway; thence running generally southeasterly along the southwesterly side of the State Circumferential Highway a distance of 224.63 feet to Cheney Street; thence running southerly along the westerly line of Cheney Street a distance of 371.7 feet to the intersection with Hunting Road; thence running northwesterly along Hunting Road, a distance of 14.19 feet; thence running southerly by Hunting Road, along a curved line, a distance of 68.91 feet; thence running northwesterly along the northeasterly side of Hunting Road 444.24 feet; thence running along a curved line at the intersection of Hunting Road and Kendrick Street a distance of 95.20 to the point of beginning.

Be any or all of said measurements, more or less.

Or take any other action relative thereto.

Article Information: This article describes the geographical area proposed to be placed in the Single Residence B Zoning District. The affected area consists of 23 separate parcels of land, containing, in total, approximately 360,892 square feet of land, located between the Circumferential Highway (Route 128) and Hunting Road, starting at the property known and numbered 176 Hunting Road and continuing to Cheney Street. The affected area is currently located within the Single Residence A zoning district. The Planning Board's recommendation on the article will be made at Town Meeting.

MOVED: That if the Town will vote to amend the Needham Zoning Bylaw by amending the Zoning Map as follows:

Place in the Single Residence B Zoning District (i) all that land now zoned Single Residence A bounded generally to the northwest by a point at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66, to the northeast by the State Circumferential Highway, to the southeast by Kendrick Street, and to the northwest by Hunting Road; said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58; as well as (ii) all that land now zoned Single Residence A bounded generally to the northwest by Kendrick Street, to the northeast by the State Circumferential Highway, to the

southeast by Cheney Street, and to the southwest by Hunting Road, said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on said Map No. 58.

So much of said land comprising Parcels 65, 66, 67, 68, 69, 70, 71, 72 and 73 on said Map No. 66 and Parcels 25, 26 and 27 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the northeasterly side of Hunting Road at the northwesterly end of Parcel 73 on Needham Assessor's Map No. 66; thence running southeasterly along the southwesterly side of the State Circumferential Highway a distance of 1,792.15 feet to Kendrick Street; thence running westerly and northwesterly along the northerly side of Kendrick Street, 328.72 feet to Hunting Road; thence running northwesterly along the northeasterly line of Hunting Road, 1,359.60 feet, to the point of beginning.

And so much of said land comprising Parcels 1, 2, 3, 4, 18, 19, 20, 21, 22, 23 and 24 on Needham Assessor's Map No. 58 being bounded and described as follows: Beginning at a point on the southerly side of Kendrick Street, at the intersection with Hunting Road, thence running westerly 250.08 feet to the southwesterly side of the State Circumferential Highway; thence running generally southeasterly along the southwesterly side of the State Circumferential Highway a distance of 224.63 feet to Cheney Street; thence running southerly along the westerly line of Cheney Street a distance of 371.7 feet to the intersection with Hunting Road; thence running northwesterly along Hunting Road, a distance of 14.19 feet; thence running southerly by Hunting Road, along a curved line, a distance of 68.91 feet; thence running northwesterly along the northeasterly side of Hunting Road 444.24 feet; thence running along a curved line at the intersection of Hunting Road and Kendrick Street a distance of 95.20 to the point of beginning.

Be any or all of said measurements, more or less.

Kim Marie Nicols (Precinct B) noted that she first thought this was a neighborhood issue, but then saw that one of the petitioners is a developer. She questioned whether the Town had restrictions on teardowns and larger houses being constructed in their place.

Daniel P. Matthews, Member, advised that the concern of the Select Board is that it would be by right and should be referred back.

Michael J. Greis (Precinct J) advised that he had the same reaction as Ms. Nicols. Mr. Greis moved to refer the subject matter of the main motion under Article 7 to the Planning Board, Select Board and Finance Committee for further study and report back to Town Meeting at the 2022 Annual Town Meeting or sooner.

Jeffrey D. Heller (Precinct F) rose in opposition to the main motion under Article 7 and the motion to refer. He suggested that the proponents should be forthright.

Artie J. Crocker expressed concern with this article but would support the motion to refer.

Phillip R. Murray (Precinct E) rose in support of Article 7. He advised that there are 23 houses with more restrictions than the neighbors across the street. He noted that Residential B Zoning District requires a 10,000 Square Foot lot. William J. Paulson (Precinct E) advised that an 80-foot street front is required in the Residential B Zoning District. The proponent has the required frontage, but also has an easement.

A motion to move the previous question on the main motion and the motion to refer was offered by Peter Sergey Panov (Precinct J). The motion to move the previous question was presented and carried by the required two-thirds vote on a voice vote declared by the Moderator.

ACTION: The motion to refer was presented but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by voice vote declared by the Moderator.

ARTICLE 8: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Select Board, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

The moderator announced that no action has been requested under the Omnibus Article.

At this time, the Moderator thanked Town Meeting Members for their service and hopes this would be the last Open Air Town Meeting! He also thanks the town services including Department of Public Works, Parks, Maintenance, and the Town Manager for turning on the lights. He acknowledged the huge amount of work required to set up Town Meeting at Memorial Park parking lot. He also thanked State Representative Denise C. Garlick for attending and for the work she does for Needham. The Moderator announced that Sandra Cincotta is retiring and thank her for manning the audio-visual component of our Town Meetings. He wished her success as she embarked on a well-earned retirement.

At 800 P.M. Mr. Matthew D. Borrelli, on behalf of the Select Board moved to dissolve the Annual Town Meeting with the following Resolution:

THE FOLLOWING RESOLUTION

was offered

In memory of Needham residents who have died due to COVID-19

WHEREAS: COVID-19 is a contagious disease caused by a new strain of coronavirus that produces respiratory illness ranging from mild flu-like symptoms to severe pneumonia and multi-organ failure; and

WHEREAS: On March 10, 2020 Governor Baker declared a State of Emergency in the Commonwealth of Massachusetts, and on March 11, 2020, the World Health Organization (WHO) declared the novel coronavirus (COVID-19) outbreak a global pandemic; and

- WHEREAS:** The Town of Needham's Emergency Operations Center was activated on March 6, 2020 to respond to the pandemic, to communicate rapidly changing news and information about COVID-19, and to maintain the health and safety of the Needham community; and
- WHEREAS:** The first case of COVID-19 was reported in Needham on March 11, 2020, and there have been 1,740 total reported cases of COVID-19 in Needham; and
- WHEREAS:** Personal Protective Equipment and other critical supports were provided to seniors and vulnerable residents as a joint effort by the Town, first responders and volunteers; and
- WHEREAS:** COVID-19 has taken a toll on communities worldwide, from crowded hospitals and strained medical providers and systems, to job loss, isolation, mental health challenges, and lost classroom time for our children; and
- WHEREAS:** Essential workers and first responders have continued to provide critical services to our community, while sacrificing their own health and safety; and
- WHEREAS:** COVID-19 has had a disproportionate impact on low-income communities and communities of color; and
- WHEREAS:** We are optimistic that many lives will be saved with the distribution of vaccines, the ongoing heroic work of public health professionals, medical providers, and first responders, and the actions being taken by members of the community such as wearing facemasks and social distancing;

NOW THEREFORE, be it resolved by this body that the 2021 Annual Town Meeting be dissolved in honor of the 125 individuals in Needham who have died from COVID-19 since the pandemic was declared.

ACTION: At 8:04 P.M. on Monday, May 3, 2021, the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

true copy
TEST:

Harcourt Bindery, LLC
50 Terminal St, Bldg. 2, Unit 612
617-242-5959
Reorder # *17935*

